

<b><i>Purchase Requisitions</i></b>	<b>POLICY</b>	
	<b>Document Number:</b>	FRS-PL-025
	<b>Version Number:</b>	03

**1.0 Purpose:**

To establish the process for initiating any VTA procurement and to ensure that there has been proper review and approval of the proposed purchase by a person with appropriately delegated authority.

**2.0 Scope:**

The Purchase Requisition Policy applies to all procurements, leases or rentals of goods, services and equipment. This Policy does not apply to the lease or rental of real property, Petty Cash or Procurement Card purchases, which are covered in other policies.

**3.0 Responsibilities:**

It is the responsibility of the Purchasing and Materials Manager to draft and obtain approval of this Procedure and to assure organizational understanding and compliance with this Procedure.

**4.0 Policy:**

A properly authorized Purchase Requisition shall be required to initiate the purchase, lease or rental of goods, services and equipment.

4.1 The Purchasing and Materials Manager shall develop appropriate procedures to implement this policy.

4.2 Division Directors are hereby authorized to approve Purchase Requisitions for materials, supplies, equipment and services in any dollar amount.

4.3 Deputy Directors, if authorized in writing by their Division Director, may be authorized to approve Purchase Requisitions up to \$100,000 for services and up to \$250,000 for materials, supplies and equipment.

4.4 Department Managers, if authorized in writing by their Division Director, may approve Purchase Requisitions up to the amount of \$50,000.

4.5 Employees, approved in writing by their Department Manager, may be authorized to approve Purchase Requisitions up to \$10,000.

**5.0 Definitions:**

Properly authorized



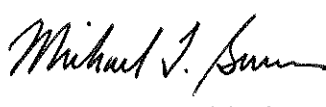
Purchase Requisition (PR): Electronically transmitted Purchase Requisitions or manual forms, which may be authorized, should the computerized system be down for prolonged periods of time.

<b>Purchase Requisitions</b>	<b>POLICY</b>	
	<b>Document Number:</b>	FRS-PL-025
	<b>Version Number:</b>	03

**6.0 Summary of Changes:**

Reformatting existing policy to a new format and minor wording changes resulting from a periodic review of Procedures.

**7.0 Approval Information:**

<i>Prepared by</i>	<i>Reviewed by</i>	<i>Approved by</i>
 Thomas B. Smith Purchasing and Materials Manager	 Joseph T. Smith Chief Financial Officer	 Michael T. Burns General Manager

5/11/11  
Date Signed