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| Efficient Purchasing Practice | PROCEDURE | |
| | Document Number: | FRS-PR-025.1 |
| | Version Number: | 04 |

1.0 Purpose:

To insure efficient and economic purchasing practice.

2.0 Scope:

This Policy applies to all VTA departments and all vendors participating in the established VTA procurement process.

3.0 Responsibilities:

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

4.0 Procedure:

In order to assure that proposed purchases are not unnecessary or duplicative, Contracts and Materials Management (CMM) staff shall review all purchase requisitions to assure that the request is appropriate.

4.1 Issues to be considered in this review are:

- 4.1.1 Is the purchase necessary?
- 4.1.2 Will the purchase duplicate other purchases?
- 4.1.3 Can the purchase be combined with others to obtain a more economical price?
- 4.1.4 Can the purchase be segmented to obtain a more economical price?
- 4.1.5 Is there a more economical method of procurement such as leasing or renting?

4.2 If any answer to 4.1.2 through 4.1.5 is "yes" then CMM staff must review the requisition with the requester to determine if there is a more efficient or cost-effective way to structure the procurement.

5.0 Definitions:

N/A.

6.0 Records:

N/A.

7.0 Appendices:

N/A.

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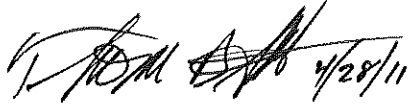
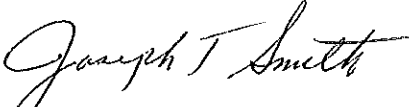

8.0 Training Requirements:

N/A.

9.0 Summary of Changes:

No change to Policy requirements. This Policy was updated to the new format.

10.0 Approval Information:

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

5/11/11
Date Signed