

HIGH COUNTRY WORKFORCE DEVELOPMENT DEPARTMENT
SMALL PURCHASE PROCUREMENT PROCEDURE

The High Country Workforce Development Board's Procurement Policy (http://www.highcountrywdb.com/publications/procurement_policy_0609.pdf) outlines policies for procurement of goods and services, including a procedure for making small purchases. Small purchases are identified as purchases of at least \$300 and up to \$25,000. Generally, small purchases are the mechanism used for consumable materials. For additional guidance refer to NCDWD Local Issuance 2009-10, dated 4.24.09 (<http://www.nccommerce.com/NCDOCWEBAPP/Resources/DETIssuances/Documents/LA2009-10.pdf>)

In addition to following the procedures established by the High Country Council of Governments, as outlined in the agency Policy and Procedures Manual, High Country Workforce Development staff must adhere to the following procedures and documentation when making small purchases to comply with Workforce Investment Act and American Recovery and Reinvestment Act requirements.

- Documentation must be maintained on all purchases of goods and services that meet the threshold definition of small purchases.
- Documentation is to include the attached form and copies of quotes (with the exception of telephone quotes). Informal quotes may include written bid, telephone quote, published quote, or faxed quote.
- Unless the purchase is unavailable from at least three sources, a minimum of three qualified quotes must be obtained and documented.
- Documentation must include written justification whenever the selection of an item that was based on any factor other than price (ready availability, quality etc.)

It is not allowable to break a purchase into several parts in order solely to meet the small purchase cost threshold. However, for purposes of economy, responsiveness to needs, and administrative efficiency, it is acceptable to break out project requirements into one or more procurement (e.g., separating computer hardware and software) or to make bulk purchases for similar needs (e.g., yearly requirements for office consumables or instructional materials) in order to get the best and most effective items in each category. ,

Attach documentation form and back-up to Request for Purchase Order or Funds which is to be submitted to COG Finance Department or Executive Director.

Provide a copy to Operations Director for inventory purposes.

These procedures are to be used only for purchases that qualify under the small purchase category (minimum threshold: \$300.00; maximum threshold: \$25,000). **This procedure does not apply to purchases of less than \$300.00**

Documentation for Small Purchase
High Country Workforce Development Department

Instructions: Complete form and attach (with back-up documentation to Request for Purchase Order or Request for Payment forms and submit to COG Executive Director or Finance Department per agency procedure. Provide a copy to Workforce Development Operations Director for inventory purposes.

Name: _____ Date: _____

Item purchased or requested for purchase: _____

Vendor	Quoted Price	Source of Quote	Identify selected vendor

Provide explanation if fewer than three quotes were obtained:

Justification for purchase: explain basis for selection (lowest price; most readily available; quality, etc)

_____ Copies of quotes are attached (with exception of phone quotes)