

DMVA Delegation of Purchasing Authority

(For current copy of this form contact the Department of Military and Veterans Affairs Procurement Officer.)

| | |
|-----------|----------|
| Name: | PCN: |
| Title: | Section: |
| Division: | Phone: |
| Location: | |

This memorandum delegates you authority to execute procurement actions as identified below. This authority cannot be sub-delegated. You are expected to use sound judgment when obligating State funds, following all appropriate statutes, regulations, policies and procedures related to the exercise of this authority.

Procurement Certification and Training--

Individual purchasing authority is subject to obtaining training and maintaining certification per Department of Administration guidelines at one of the following levels for the procurement of goods and services. The employee is trained and certified at the following level: (Check one as appropriate)

| | | |
|---|--|--|
| Level I Training and Certification \$0 - \$10,000 | Level 2 Training and Certification \$10,001 to \$100,000 | Level 3 Training and Certification \$100,001 or more |
|---|--|--|

Purchasing Authority –

Unless specifically granted by statutes, regulations, or this delegation of authority, agreements for the expenditure of funds greater than \$10,000 must be routed through the Division of Administrative Services Procurement Section for solicitation, review, or approval in accordance with DMVA Policies and Procedures.

No purchases are to be made until the individual receives a fully signed delegation form. This individual is hereby granted specific purchasing authority **less than or equal to the limits** noted:

- \$ One Card/P-card transactions (not to exceed One Card/P-card transaction limit)
- \$ Solicit and make purchases not to exceed \$50,000. Generally, will be limited to \$10,000 unless special circumstances exist. This includes exempt procurements. (NOTE: Procurement personnel are exempt from the \$50,000 limit).
- \$ Place orders from existing **Statewide MASTER AGREEMENTS** per contract terms. **Limit is set by the Division Director but will not exceed \$500,000.** Procurement certification levels are not required for purchases made within IRIS. Individuals who do not use IRIS are required to possess a procurement certification that will correlate to their procurement activities.
- \$ Place orders from existing **Department/Division MASTER AGREEMENTS** per contract terms. **Limit is set by the Division Director.** Procurement certification levels are not required for purchases made within IRIS. Individuals who do not use IRIS are required to possess a procurement certification that will correlate to their procurement activities.
- \$ Make emergency purchases per AS 36.30, 2 AAC 12, and AAM 81. Limit is set by the Division Director. Limit as needed, not to exceed \$500,000. Procurement personnel are exempt from the not to exceed limit. See important information on page 2 pertaining to emergency purchases.

Signatures

| | | | |
|-----------------|-------------|-----------------|-------------|
| Director | Date | Employee | Date |
| _____ | _____ | _____ | _____ |

| | | | |
|----------------------------|-------------|----------------------------------|-------------|
| Procurement Officer | Date | Commissioner/DAS Director | Date |
| _____ | _____ | _____ | _____ |

Explanation of Purchasing Authorities

All personnel who have a purchasing delegation will have Level 1 procurement certification training or higher.

1. One Card/P-card transactions (not to exceed One Card transaction limit).

The Division Director will decide the specific purchasing limits for each individual that will be authorized the use of a one card. This limit must match the original single purchase limit set on the cardholder usage agreement and will not exceed the individuals purchasing certification level.

2. Solicit and make purchases not to exceed \$50,000.

Limits are set by the Division Director but will not exceed \$10,000 or the individuals purchasing certification level. For purchases over \$10,000, submit a Standard Requisition for to the procurement office at MvaDasProcurement@alaska.gov.

3. Place orders from existing Statewide Master Agreements per contract terms and conditions.

Limit is set by the Division Director but will not exceed \$500,000. Procurement certification levels are not required for purchases made within IRIS. Individuals who do not use IRIS are required to possess a procurement certification that will correlate to their procurement activities.

4. Place orders from existing Department Master Agreement (MA) contracts per contract terms and conditions.

Limit is set by the Division Director. Procurement certification levels are not required for purchases made within IRIS. Individuals who do not use IRIS are required to possess a procurement certification that will correlate to their procurement activities.

5. Make emergency purchases per AS 36.30, 2 AAC 12, and AAM 81 (limit as needed, NTE \$500,000. Procurement personnel are exempt from the NTE limit).

Emergency procurements may be made when there is an existing threat to public health, welfare or safety and when procurement through competitive sealed bidding or competitive sealed proposals is impracticable or contrary to public interest or to protect public or private property. A written determination by the Chief Procurement Officer must be made prior to responding to the emergency, except for when action must be taken in less than 72 hours.

Limits will be set by the Division Director but will not exceed \$500,000 or the individuals purchasing certification level. If practical, approval by the head of the Department or his/her designee must be obtained prior to an emergency procurement of \$500,000 or more is made.