

	State of Alaska Department of Corrections Policies and Procedures	Index #: 302.14	Page 1 of 3	
		Effective: 7/22/2013	Reviewed:	
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	Chapter:	Fiscal Management		
Subject:	Delegation of Purchasing Authority			

I. Authority

In accordance with AS 44.28.030, AS 33.30.011, and 22 AAC 05.155, the Department of Corrections shall adopt policies and procedures that are consistent with laws for the guidance, government, and administration of correctional facilities, programs, and field offices.

II. References

Alaska Administrative Code
2 AAC 12.010 - 990
Alaska Administrative Manual
81 AAM 000 – 700

III. Purpose

To establish procedures for the delegation of purchasing authority to employees of the Department of Corrections.

IV. Application

To all employees of the Department of Corrections.

V. Definitions

As used in this document, the following definitions shall apply;

A. Alaska Procurement Officer Certification Program (APOCP):

A statewide procurement certification program maintained by the Department of Administration, Division of General Services (DOA/DGS) that promotes professionalism and accountability and which ensures competent, trained individuals conduct all State procurements. The certification program ensures that all procurement personnel are skilled in procurement matters and eliminates or substantially reduces procurement errors. DOA/DGS ensures competency of students via classroom Q & A sessions and case studies based on actual procurements in Alaska. Students are also asked to certify that they have attended the course, they understand both technical content and its legal and ethical implications, and they acknowledge that they can competently conduct procurement actions requiring this knowledge and their applications.

B. DOT/PF Construction Contracting Warrant Program:

The construction contracting warrant system implements the Department of Transportation and Public Facilities policy to formalize the delegation of authority for construction related procurements to the lowest possible level. This will ensure expedience and competence in the procurement process for professional services and other construction related procurement and contract administration. The warrant system is intended for use in activities leading to the development and execution of construction and construction related projects. The warrant certifies that the holder has met the requirements for procurement authority at a certain level and delegates the procurement activities a warrant holder is authorized to perform.

C. Limited purchasing authority:

The authorization of employees to make purchases up to maximum pre-determined limits, as established by the Commissioner, or designee.

D. Procurement Manager:

The individual who will maintain the list of departmental employees who have been delegated purchasing authority. Also will monitor all purchasing activities for compliance to established procurement guidelines, and act as the principal purchasing manager for the department. The Procurement Manager will maintain procurement certification and warrant program training records for department employees.

E. Unlimited purchasing authority:

The maximum purchasing authority limited to budgetary constraints only.

Note: Delegated purchasing authority does not provide authority to approve invoices or authorize funding. Requests for invoice approval authority must be submitted to the Department Finance manager for written authorization. Funding authority is provided by Division Directors and must be delegated in writing.

VI. Policy

- A. The Commissioners of the Department of Administration and the Department of Transportation and Public Facilities have delegated the authority and responsibility for the operation and management of the Department of Corrections' purchasing activities to the Commissioner of the Department of Corrections. The Commissioner is empowered to:
1. Further delegate purchasing authority to employees of the department,
 2. Rescind any such delegation of purchase authority, if necessary; and
 3. Limit levels of delegation as appropriate.
- B. Only those employees that have been properly certified under the APOCP may receive a written delegation of procurement authority for non-construction goods or services. No employee may perform procurements for the department unless they are APOCP certified AND they have received a written delegation from the departmental procurement manager.
- C. Only those employees that have been properly certified under the Construction Contracting Warrant System may receive a written delegation of procurement authority for construction related goods or services. No employee may perform procurements for the department unless they are properly warranted AND they have received a written delegation from the departmental procurement manager.
- D. Each department employee who is delegated purchasing authority will be held responsible and accountable for compliance with:
1. All pertinent Alaska Statutes (AS 36.30) and Regulations (2 AAC 12);
 2. The State Administrative Manual (Sections 81 & 82);
 3. This policy, as well as all other policies of the Fiscal Management chapter of this Departmental Administration Manual;
 4. The State Contract Award Manual;
 5. The Departmental Procedural Manual;
 6. The Construction Contracting Warrant System Manual (if applicable); and
 7. Any directive from a department official regarding procurement, either temporary or permanent.
- E. All violations of purchasing authority must be reported in accordance with Section 82 of the State Administrative Manual. Failure to comply with statutes, regulations and other policies and procedures may result in loss of delegated purchasing authority or disciplinary action as appropriate.

VI. Procedures

- A. Purchasing authority will generally be delegated to employees of the Department's managerial positions, specific component managers, or administrative staffs that routinely need to perform state procurements as part of their job.
1. In order to be delegated non-construction related purchasing authority, employees must comply with the requirements of the State's Procurement Certification Program managed by the Department of Administration, Division of General Services before any non-construction delegation is given.
 2. In order to be delegated construction purchasing authority, employees must comply with the requirements of the Construction Contracting Warrant System managed by the Department of Transportation and Public Facilities before any construction delegation is given.

3. Any limitations of the delegation must be done in writing, and must be approved before signature of any procurement document by the delegated authority. Employees may not perform State procurements or sign procurement documents when the total dollar amount exceeds their delegation of authority.
- B. The delegation of authority is accomplished by completing a "Purchasing Authority Affidavit" form 302.14B which can be found on the DOC website: <http://www.correct.state.ak.us/corrections/admin/docs/PurchasingAffidavit.pdf> The form must be approved by the appropriate departmental authorities before any funds may be committed. The completed original document will be maintained in a file by the Procurement Manager in Juneau, and will be updated as required.
- C. The Procurement Manager shall ensure compliance with State and departmental purchasing policies and procedures and shall provide technical guidance to employees delegated the authority to purchase goods and services. The Procurement Manager shall refer any violations of purchasing authority by an employee to the Director of Administrative Services, and/or the Commissioner as necessary.
- D. Employees who breach the purchasing authority delegated in this policy are subject to disciplinary action. Actions such as writing multiple Delivery Orders, Field Warrants, or obtaining multiple invoices to circumvent limitations of their delegation, are strictly prohibited.
- E. Requests for changes in delegation limits, or requests for new delegations must be in writing, and forwarded to the Procurement Manager for necessary action.

VII. Implementation

This policy and procedure is effective as of the date signed by the Commissioner. Each component manager shall incorporate the contents of this document into local policy and procedures within fourteen (14) days. All local policies and procedures must conform to the contents of this document and any deviation from the contents of this document must be approved in writing by the Commissioner or designee.

7/22/2013

SIGNATURE ON FILE

Date

Joe Schmidt, Commissioner
Department of Corrections