

 <p style="text-align: center;">STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</p> <p style="text-align: center;">Policy and Procedure</p>	POLICY AND PROCEDURE NUMBER 10.01.027	PAGE 1 of 3
	EFFECTIVE DATE January 7, 2011	
SUBJECT One Card Purchasing Delegation	SUPERSEDES New	DATED
CHAPTER Procurement and Property	SECTION General Procurement	APPROVED BY Signature on File

PURPOSE

This formalizes the policy and procedure (P&P) of the department on procurements made under one card purchasing delegation and establishes uniform methods and procedures for allowable use of the State of Alaska's One Card program for conducting procurements.

"2 AAC 12.400(a) A procurement that costs no more than \$2,500 may be made with a state purchasing card designated by the Chief Procurement Officer, after receiving only one quotation or informal proposal from a qualified firm or person."

POLICY

Individuals other than Procurement personnel may be delegated the authority, by the commissioner or designee, to make open market small procurements that cost no more than \$2,500, or card holder's single purchase limit, using a state purchasing card. A copy of the *ONE CARD Purchasing Card Delegation* for employee certification & acknowledgment is included with this P&P.

Card holders must ensure all procurement transactions up to \$2,500 are appropriately conducted and properly documented. A copy of DOA's guidelines for *Inappropriate Credit Card Use by State Employees* is included with this P&P.

This delegation is restricted to the purchase of supplies, commodities, parts and services valued up to \$2,500 per single purchase, and/or the purchase of replacement parts for automotive and construction equipment up to \$2,500 per single purchase with a delegation from the State Equipment Fleet.

This delegation is not intended to replace advance planning for the procurement of supplies, commodities, parts and services for known projects, or consolidation of requirements for volume procurement through the Regional or Headquarters Procurement Offices. Diligent efforts must be made by each division to identify and consolidate requirements and submit them to the Regional or Headquarters Procurement Offices for procurement action through the competitive process.

Nothing in this delegation authorizes the purchase of “non-essential items” as defined in DOT&PF policy and procedure 10.01.022 without the prior written approval of the Administrative Services Division director. To view the policy and procedure on non-essential purchases, go to:

http://www.dot.state.ak.us/admsvc/pnp/assets/chapt_10/10_01_022.pdf

For purchases of “controlled property” and “sensitive property” contact your regional procurement/property officer for a Property Control Decal. Controlled property includes non-expendable property and equipment valued at more than \$1,000, and sensitive property, such as digital cameras, etc. (no value threshold). A copy of the *Sensitive Item Class Codes* is included with this P&P. Additional property information is available online at: <http://doa.alaska.gov/dgs/property/index.html>

PROCEDURE

1. Items stocked in a regional warehouse inventory shall not be purchased with One Cards during normal duty hours.
2. State Contract Awards for various commodities are mandatory and must be utilized. Contact the Regional Procurement Office for information concerning current contracts.
3. Communications equipment or services shall not be purchased without prior written approval of DOA, ETS.
4. IT related purchases must conform with state and department IT Policy & Procedures/Standards, and have prior written approval of the department’s IT Manager located in the Administrative Services Division.
5. The minimum number of required quotations (generally one) must be obtained from sources within Alaska before soliciting quotations from outside Alaska (including online purchases).
6. Individuals performing open market procurements pursuant to this delegation shall obtain properly priced, legible invoices from vendors, which may take the form of cash register receipts, credit card carbon copies, or other variations of sales receipts. **Invoices must not contain sales tax.**
7. The invoices shall be coded and used by the employee to perform timely credit card reconciliation. Upon reconciliation, the documents shall be signed, dated and immediately forwarded to Finance.
8. The authorized individual's section shall maintain complete records of all procurements made under the authority delegated herein in order to facilitate auditing. These records shall include any quotations obtained, copies of all invoices and reconciliation documents. These records must be maintained for at least three years.

9. Prior to One Card usage, employees must read and become familiar with the directives outlined herein. An employee certification and acknowledgement form must be completed and signed.

It shall be considered a violation of and cause for revocation of this delegation - and possible disciplinary action - if multiple procurement documents or multiple invoices are issued in order to circumvent the \$2,500 single purchase limitation imposed herein.

Per AS 36.30.320(d) and the Alaska Administrative Manual (Section 81.020), procurement requirements may not be artificially divided or fragmented. Artificial fragmentation also includes splitting a credit card transaction or an invoice for an item or group of items in order to stay within the limit of your procurement delegation/purchasing card single purchase limit.

Alaska Statute 36.30.930 states:

- (1) a person who contracts for or purchases supplies, equipment, services, professional services, or construction in a manner the person knows to be contrary to the requirements of this chapter or the regulations adopted under this chapter is liable for all costs and damages to the state arising out of the violation;
- (2) a person who intentionally or knowingly contracts for or purchases supplies, equipment, services, professional services, or construction under a scheme or artifice to avoid the requirements of this chapter is guilty of a class C felony.

Violations of the State Procurement Code will be handled in accordance with Section 82.300 of the Alaska Administrative Manual. Violations of departmental procedures *relating to procurement* shall be handled as a disciplinary matter.

AUTHORITY

AS 36.30.320(d)
AS 36.30.930
AAM 81.020
AAM 82.300
AAM 38.310

IMPLEMENTATION RESPONSIBILITY

All department One Card holders

DISTRIBUTION

All department employees via the DOT&PF website