



This workforce solution was funded by a grant awarded under Workforce Innovation in Regional Economic Development (WIRED) as implemented by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This solution is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes is permissible. All other uses require the prior authorization of the copyright owner.

VC System Procurement Guidelines

Procedures for procurement policies in a program working with a private university (like the Virtual Classroom development effort) require:

1. An understanding of selection of needed parts and how to effectively purchase them. The ways are:
 - a. Small purchase of parts or materials that are needed quickly of value less than \$250 can be done by the designers with their personal assets with general oversight by the project manager.
 - b. Parts that are needed but have at least 2-4 weeks of lead time can be purchased through the university purchasing department.
 - c. Parts, materials or services that exceed the cost of \$1,000 must have WIRED program managers approval. Generally these purchases must have three vendors or a sole source justification must be provided.
2. Delivery and receipt of ordered products.
 - a. Parts and materials can be delivered directly to the designer if ordered other than through the university purchasing department.
 - b. All enclosed invoices and packing receipts must be kept and returned to the university purchaser for receipts payable if ordered by the university.
 - c. Parts and materials that were purchased by the university will be delivered to the university, unless other arrangements are made.
 - d. All enclosed invoices and packing receipts for purchases made other than through the university purchasing department must be given to the Task Partner, who will process them for reimbursement to the purchaser.
 - e. Coordination must be maintained between ordering for the project and receipt of materials to make sure that all ordered material is received when expected.
3. Parts storage and inventory
 - a. All parts or materials received must be placed into an inventory storage unit and added to the inventory list. The inventory list should indicate the amount and what the part or material is to be used for.
 - b. When parts are taken permanently from the inventory, this should be indicated on the active inventory list, the date and who received the part.



www.InnovateCalifornia.net



Funding provided by Department of Labor, Employment & Training Administration: WIRED Initiative