

State of Vermont
Agency of Natural Resources
Department of Environmental Conservation

Financial Process:	Purchasing Procedure for Administration and Innovation Division (AID), Legal, Geology, Air Quality & Climate Division (AQCD).	Issue Date: July 2006 Number: 06-02
Topic:	Internal Control	Effective Date: 03/01/2020
Applicable To:	Department of Environmental Conservation (DEC)	Page: 1 of 3
Prepared / Revised by:	Stephanie Lanphear	Revision Date: 03/27/2020

Process Objective

To develop and maintain procurement processes that comply with all laws, administrative requirements, and ethical standards pertaining to purchasing. The objective of this procedure is to ensure that the purchasing function is conducted in accordance with the [DEC Purchasing Policy](#) and in a manner which results in the most effective and efficient use of state and federal funds.

This process is to ensure that all purchases are allowable, allocable, reasonable, and necessary, that there are no improper charges to program or division budgets, no excessive costs are incurred, payments are not made for items or services not provided and that goods are not purchased for personal use.

Process Overview

- Federally funded purchase requests must go through the Grants Management Specialist assigned to that federal grant prior to purchase.
- All purchases must be approved by your supervisor except for AmeriCorps purchases.
- All purchases must be approved by AID’s appropriate designated authorized signer. If an authorized signer needs to purchase their own items, an alternate signer must approve the purchase via email or other written correspondence. AmeriCorps has a dedicated Authorized Signer and can make purchases once they have been approved by the Grants Management Specialist.
- All purchase requests for AmeriCorps program must be approved by the Grant Management Specialist assigned to this program and can then be processed by the program once they are approved.
- If a purchase is made utilizing a Purchasing Card, the supervisor of the holder of the purchasing card is required to sign the monthly credit card log.

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Applicable To:	Department of Environmental Conservation (DEC)	Page:	2 of 3
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Timeline for Ordering of goods & commodities

- For orders \$3,499 or less, allow at least 5 business days for ordering to be completed.
- For orders \$3,500 or more, allow at least 15 business days. A Purchase Requisition must be submitted via ANR Online for orders \$3,500 or more.

Purchase of goods & commodities

Below is a summary of requirements. Please refer to the DEC Purchasing Policy for more details: [DEC Purchasing Policy](#)

1. All purchases must be approved by an Authorized Signer
2. Purchases of \$500 - \$3,499 require 3 price quotes
3. Purchases of \$3500 or more require 3 price quotes and must be submitted to AID Financial Operations via ANR Online. This purchase may require a contract or purchase order.

Unless specifically called out in the DEC Purchasing Policy, most items fall under the following categories. If you are purchasing an item that is not listed in the Policy, please follow the sections below in the DEC Policy:

For items NOT on State Contract

Purchases \$3,499 or less:

Purchaser must obtain and maintain written proof of at least 3 quotes for the item being purchased. When the invoice is received these 3 quotes must be attached prior to payment being made. (Exception: purchases under \$500 do not require quotes to be attached to invoice).

What are allowed quotes:

- email quote
- catalogue
- internet search

Purchases \$3,500 or more:

If you anticipate that the total purchase of an item will exceed \$3,500, prior to purchasing, a Purchase Requisition form must be submitted via ANR Online and include a minimum of 3 quotes. This Purchase Requisition must be submitted to DEC Financial Operations by an approved authorized signer.

AID Financial Operations will submit this request to Buildings and General Services via ANR Central Office.

Financial Process:	Purchasing Procedure for Administration and Innovation Division (AID)	Issue Date: July 2006 Number: 06-01
Topic:	Internal Control	Effective date: 03/01/2020
Applicable To:	Department of Environmental Conservation (DEC)	Page: 3 of 3
Prepared / Revised by:	Stephanie Lanphear	Revision Date: 3/27/2020

BGS may post this request for competitive bid or approve the purchase from one of the vendor quotes that you included. BGS Purchasing staff will then select a vendor and will either create a contract or create a purchase order to be used for your purchase. Do not make this purchase until a contract or Purchase Order has been provided by BGS and a vendor has been selected.

Things to remember:

- Packing slips are required in order to authorize payment of invoices.
- If an item will be ordered multiple times in a one-year period that will exceed \$15,000, a contract must be developed.

Notices

- This procedure is intended to support the Department of Environmental Conservation's internal control environment.
- In consideration of this procedure, the objective should be on adherence and not on rationalizing ways and means for circumvention.
- Nothing in this document shall limit or supersede any applicable Federal or State laws, statutes, bulletins, or regulations.