

State of Vermont
Agency of Natural Resources
Department of Environmental Conservation

Financial Process:	Purchasing Procedure for Water Investment Division (WID)	Issue Date: Number:	July 1, 2020 WID - 001
Topic:	Internal Control	Effective Date:	07/01/2020
Applicable To:	Department of Environmental Conservation (DEC)	Page:	1 of 6
Prepared / Revised by:	Eric Blatt	Revision Date:	10/20/2020; 10/31/2022; 8/07/2023

Process Objective

To develop and maintain procurement processes that will be in compliance with all laws, administrative requirements, and ethical standards pertaining to purchasing. The objective of this procedure is to ensure that the Water Investment Division 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.

Types of Purchases

There are many different types of purchases, each with their own processes. The types of purchases are:

- Items purchased with a federal grant
- IT Purchases
- Cell Phones
- Cell Phone Accessories
- “Rush” Orders
- Food & Beverage Purchases
- Natural Disaster Related Emergency Purchases
- Goods or Commodities **Under \$10,000**
- Goods or Commodities **Over \$10,000**
- Services

Financial Process:	Purchasing Procedure for Water Investment Division (WID)	Issue Date: Number:	July 1, 2020 WID - 001
---------------------------	---	----------------------------	-----------------------------------

Topic:	Internal Control	Effective Date:	07/01/2020
Applicable To:	Department of Environmental Conservation (DEC)	Page:	2 of 6
Prepared / Revised by:	Eric Blatt	Revision Date:	10/20/2020; 10/31/2022; 8/07/2023

Guidelines

Purchases on Federal Grant

Eligible costs under a Federal award are those costs considered necessary and reasonable for the performance of the Federal Award and allocable under Uniform Guidance Cost Principles (2 CFR Part 200 Subpart E). Terms and conditions related to the award may have more detailed cost eligibility requirements and should be reviewed in advance of developing a proposal budget.

Purchases paid for by Federal Grant funds must be included in the grant budget approved by the Federal Agency. The purchase will need to be reviewed and approved by the Federal Grant Manager for that grant. Financial staff responsible for Accounts Payable will add an approval step for the Federal Grant Manager when processing a purchase requisition or invoice to be paid by a Federal Grant.

IT Purchases

All IT purchases must be done thru ANR IT/ADS. This includes anything that plugs into a computer, wirelessly connects to a computer, or transfers and/or stores data, including the below list (but not limited to this list)

- Computers – desktop & laptop
- Tablets
- Docking Stations
- Printers
- Scanners (including desktop scanners)
- Projectors
- Software
- Computer Batteries
- Cable Adapters
- Monitors
- Anything else that is computer related that is not listed above

Financial Process:	Purchasing Procedure for Water Investment Division (WID)	Issue Date:	July 1, 2020
		Number:	WID - 001
Topic:	Internal Control	Effective Date:	07/01/2020

Applicable To:	Department of Environmental Conservation (DEC)	Page:	3 of 6
Prepared / Revised by:	Eric Blatt	Revision Date: 10/20/2020; 10/31/22: 8/07/2023	

Items that do not need to go thru IT

- Specialty Mice (Ergonomic, Wireless, etc.)
- Specialty Keyboards (Ergonomic, Wireless, etc.)
- Thumb Drives
- Cameras

Cell Phone & Accessories

All cell phone and cell related purchases must be done thru ANR CO to be ordered on State contract; Verizon/AT&T. Email Veronica the desired items, phone number associated with the request, appropriate coding for the purchase and copy supervisor, Division Director & Tracy LaFrance. Once Veronica receives approval from Division and Financial Operations, she will place the order, if the required accessories are not available, you may receive approval to purchase through other means (Amazon, etc.); use her email as justification as to why purchasing. Cell phone purchases include but not limited to:

- Cell Phones
- Cell phone charging cables

Phone cases can be ordered through your division’s normal purchasing procedures.

Process Overview

- Federally funded purchase requests must go through the appropriate Grants Management Specialist assigned to that federal grant prior to purchase. All purchases must be approved by a supervisor, except for AmeriCorps purchases.
- All purchase requests for AmeriCorps program must first be approved by the Grant Management Specialist assigned to this program.
- All purchases will be done by WID’s appropriate authorized signer. If an authorized signer needs to make a purchase for 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 GMS.
- If a purchase is made utilizing a Purchasing Card, a supervisor will be required to sign the monthly credit card log.
- WID will maintain a list of Supervisors and Authorized Signers, which is attached to this Procedure as Appendix A, and which will be updated to remain current.

Financial Process:	Purchasing Procedure for Water Investment Division (WID)	Issue Date: July 1, 2020 Number: WID - 001
Topic:	Internal Control	Effective date: 07/01/2020
Applicable To:	Department of Environmental Conservation (DEC)	Page: 4 of 6
Prepared / Revised by:	Eric Blatt	Revision Dates: 10/20/2020; 10/31/2022: 8/07/2023

Timeline for Ordering of goods & commodities

- For orders **under \$10,000**, allow at least 5 business days for ordering to be completed.
- For orders **over \$10,000**, allow at least 15 business days for ANROnline Purchase Requisition.

Purchase of goods & commodities

Refer to DEC Purchasing Policy for Specific Requirements at the following link:

http://anrconnect/sites/ANRSTAFF/DECSTAFF/Shared%20Documents/DEC_purchasing_policy_Final_081019.pdf

Must First Check for Items on State Contract

Regardless of dollar amount a purchase requisition form must be completed and submitted, except as noted below. Purchase Requisitions can be found in [ANR On-Line](#).

If a state contract exists for the item being purchased the state contract must be utilized.

Note: If making a purchase using the state credit card with assistance from the Financial Operations Section, it is not necessary to complete a purchase requisition, but such purchases must be approved in advance by the WID authorized signer.

How to Know if Something is on State Contract

For each purchase you must check the BGS website that lists all state contracts. This list is updated and maintained by BGS Purchasing.

[Statewide Contract list](#)

Purchase of Services

All Services must be procured through a Grant Management Specialist

Definition of Services from Bulletin 3.5:

Services should be broadly interpreted and includes Personal and Professional Services such as, but not limited to, construction, consulting, design and engineering, investment management, Information Technology activities, real estate services, and the maintenance of equipment.

- Rule of Thumb: If you can't hold what you want to purchase in your hand, it is likely a service

Financial Process:	Purchasing Procedure for Water Investment Division (WID)	Issue Date: July 1, 2020 Number: WID - 001
---------------------------	---	---

Topic:	Internal Control	Effective date:	07/01/2020
Applicable To:	Department of Environmental Conservation (DEC)	Page:	5 of 6
Prepared / Revised by:	Eric Blatt	Revision Date:	10/20/2020; 10/31/2022; 8/07/2023

For Items NOT on State Contract

Up to \$10,000 per item:

The purchase of these items does not need to flow thru the Financial Operations Office but must follow this purchasing procedure. Three quotes must be obtained and written proof of the 3 quotes for the item being purchased shall be maintained. When the invoice is received these 3 quotes must be attached prior to payment being made. (Exception: Purchases under \$500 do not require that quotes be attached, though quotes still need to be obtained.)

Allowed forms of receiving quotes:

- email
- catalogue
- internet search

Over \$10,000:

Total purchases of an item that are anticipated to exceed \$10,000 require submittal of a Purchase Requisition form via ANR On-Line and must include a minimum of 3 quotes prior to the purchase. This Purchase Requisition must be submitted to DEC Financial Operations by an approved authorized signer.

Financial Operations will submit this request to Buildings and General Services via ANR Central Office. 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. Unless specifically called out in the DEC Policy, most items fall under the following categories. If purchasing an item that does not have a specified process in the Policy, the following applies:

Other items 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

- These procedures are intended to support the Agency of Natural Resources internal control environment.
- In consideration of these procedures, 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.

Financial Process:	Purchasing Procedure for Water Investment Division (WID)	Issue Date:	July 1, 2020
		Number:	WID - 001

Topic:	Internal Control	Effective date:	07/01/2020
Applicable To:	Department of Environmental Conservation (DEC)	Page:	6 of 6
Prepared / Revised by:	Eric Blatt	Revision Date: 10/20/2020; 10/31/2022: 8/07/2023	

Coding

- Simplify Coding
 - One [default coding](#) string for all purchases (see below for FY24)
 - Non-federal funding sources only
 - Direct coding to a program vs. allocated cost

WID - Division Spread	21793	6140040177	53811
WID - CWIP	10000	6140040145	53100
WID - Dam Safety	10000	6140040110	53328
WID - WIFP	21793	6140040150	53822
WID - ANR Projects	21500	6140040115	53821
WID - DCE	21793	6140040160	53822
WID - WPP	10000	6140040180	53168

- USE EC-6 for items that are not provided to every employee and are being paid for by a specific funding source or are not spread per above
- Use EC-7 for items that are provided to every employee and are spread across multiple funding sources