

Division of Youth Rehabilitative Services

Chapter 3: Fiscal, Accounting, & Procurement	Policy # 3.4	Page: 1 of 2
Subject: Procurement	Standards: ACA: 4-JCFS-6B-09, 3--JDF-1B-15	
Effective Date: 9/10/09	Revised: 5/1/14	

- I. **PURPOSE:** To provide guidance and ensure compliance with the rules/laws regarding the purpose of goods with appropriated funds.
- II. **POLICY:** The procurement process shall follow and be in accordance with the procedures established by the DSCYF Policy 105, Bids and Contracts, DSCYF Policy 401, Travel Allowances/Restrictions, State of Delaware Cardholder Agreement, Delaware Code and the State of Delaware Budget and Accounting Policy Manual.
- III. **DEFINITIONS:** See the definitions in the Definitions Section of DSCYF Policy 105.
- IV. **PROCEDURES:**
 - A. **Procurement:** A requisition or contract must be in place for all purchases.
 1. State of Delaware mandatory use contracts must be utilized for those goods and services that are encompassed by these contracts.
 2. For those goods or services requiring competitive bidding processes, the DYRS programs and facilities shall follow the procedures contained in DSCYF Policy 105, Bids and Contracts and Delaware Code.
 - a. **Purchase of services in the community:** Some services are not available or cannot be provided directly by the Division and should be contracted from appropriate community sources. Non-profit or governmental organizations shall be given first considerations in procurement of such services, which may include:
 - Medical care
 - Religious activity
 - Educational programming
 - Vocational training
 3. For those goods and services specified in DSCYF Policy on Bids and Services as not requiring a contract, DYRS employees are required to submit a requisition. Prior to acquiring these goods and services, all DYRS requisitions are required to be approved by the employee's supervisor, the facility superintendent and /or chief, and the fiscal offices. All requisitions over \$1000.00 must be approved by the Deputy Director or Director.
 4. All goods and services related to Management Information System's hardware, software or telecommunications requires the additional approval of the DSCYF MIS Unit.

- 5. Prior to acquiring any goods and services exceeding \$2,500.00 a purchase order must be established.

- B. Procurement using a State Issued Credit Card: All purchases made using a state issued credit card must be approved prior to purchase via requisition or travel request and must follow the procedures established by the DSCYF Policy 401, Travel Allowances/Restrictions, the State of Delaware Cardholder Agreement, Delaware Code and the State of Delaware Budget and Accounting Policy Manual Chapter XIV Supercard.

Review Date:	Reviewed By:
4/30/14	Nancy S. Ditz
5/16/16	Nancy S. Ditz