


WORK FORCE

West Virginia
USA

Region VII Workforce Investment Board Guidance Policy Letter 3-17

TO: Region VII Workforce Investment Board Local Elected Officials
Region VII Workforce Investment Board Members
Region VII Workforce Investment Board Youth Council Members
Region VII Workforce Investment Board Work Force WV Career Centers
Region VII Workforce Investment Board Training Providers

FROM: Michael D. Reel 
Chairperson, Region VII Workforce Investment Board

SUBJECT: Region VII Workforce Investment Board Procurement Policy

EFFECTIVE DATE: May 20, 2004

Purpose: To establish procurement procedures for the purchase of supplies and services required by the Region VII Workforce Investment Board.

References: 29 CFR § 97.40, § 95.51; 20 CFR, Part 645 § 645.245; and West Virginia Purchasing Division Policies and Procedures Handbook.

Background: The annual local strategic plan requires local Workforce Investment Boards to establish local purchasing procedures.

Policy: The Region VII Workforce Investment Board's procurement needs will be handled by the WIB's contracted fiscal entity, the Region 8 Planning and Development Council (PDC). The PDC utilizes the West Virginia Purchasing Division Policies and Procedures Handbook to procure supplies and services. The PDC will utilize the procedures established in the WV Purchasing Division Policies and Procedures Handbook when procuring supplies or services for the WIB. Additionally:

- a. The WIB has granted the WIB Executive Director purchasing authority for a single purchase not to exceed \$5,000.
- b. The WIB will approve all purchases between \$5,000.01 and \$50,000.
- c. The Local Elected Officials (LEOs) will approve all purchases that exceed \$50,000.
- d. The WIB has granted the WIB Executive Director the authority to authorize Individual Training Accounts (ITA's), On-the-Job Training (OJT) Contracts, and Customized Training (CT) Contracts up to the maximum amount authorized by the specific policy governing the training process.
- e. The WIB has granted the WIB Executive Director the authority to approve Supportive Service Payments/Needs Related Payments up to the amount a participant is eligible.
- f. The WIB authorizes the WIB Executive Director to certify all WIB invoices and sign vendor and participant payment checks with a second signature on the check from the WIB Chair, or designee.

Questions: Questions concerning this policy should be directed to the WIB Staff by calling (304) 257-2448.

Expiration Date: Effective until rescinded or modified, in writing, by the Region VII Workforce Investment Board.

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Attach: WV Purchasing Division Policies and Procedures Handbook

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