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MISC. #6

This Guidance Document is not new law but is an agency interpretation of existing law. For more information or to provide input on the document, please contact the Purchasing Manager at 208-287-4800. (Feb.2020)

TO: DEPARTMENT STAFF
FROM: R. KEITH HIGGINSON, DIRECTOR
DATE: SEPTEMBER 11, 1989
RE: PURCHASING POLICIES AND PROCEDURES

Policy

It is the policy of the Department of Water Resources that all purchasing will be the responsibility of the Administrative Services Section. Purchases in excess of \$50.00 must be requested on Order Form No. IDWR-89-1 and be approved by the appropriate Manager and next level Supervisor. Purchases in excess of \$500.00 must also be approved by the Division Administrator. All Department purchasing procedures shall conform with pertinent state and federal laws, rules and regulations. All bidding procedures shall be the responsibility of the Administrative Services Section. An adequate inventory of office supplies shall be maintained by the Administrative Services Section and be made available in its supply room.

Procedures

All purchase requests will be submitted by the section manager on Form No. IDWR-89-1, Order Form. Blank forms may be obtained from the Administrative Services Section supply room. An additional Form No. IDWR-89-4 is required for all DP purchases.

Responsibility

The Manager and next level Supervisor placing the order is responsible for deciding that the item(s) ordered are needed, funds are available, program and account are coded on the order form and proper approvals are obtained. The Administrative Services Section is responsible for ensuring that purchasing procedures are followed.