

SOUTHWESTERN AREA WORKFORCE DEVELOPMENT BOARD

SOUTHWESTERN AREA GUIDANCE LETTER (SWAGL) 20 – 01 WORKFORCE CENTER REQUISITION AND PURCHASE ORDER PROCESS

DATE OF ISSUE

July 27, 2020

EFFECTIVE DATE

July 27, 2020

APPLICABILITY

One Stop Operator, Administrative Entity and Fiscal Agent

PURPOSE

This guidance letter contains a standard operating procedure on the requisition process of workforce center items and services through Infrastructure Funding Agreements or board purchases.

REFERENCES

- A. SAWDB Fiscal Policies

BACKGROUND

The Workforce Innovation and Opportunity Act requires workforce partners to enter into memorandums of understanding that include infrastructure funding agreements (IFA). The IFA contains an allocation of costs among co-located partners, as well as additional costs for non-co-located partners.

DEFINITIONS

- A. **Purchase Order** or PO is an official document issued by a buyer committing to pay the seller for the sale of specific products or services to be delivered in the future.
- B. **Receipt of Goods** states that the items contained in the purchase order have been received in good condition and in accordance with the specification contained in the purchase order.
- C. **Requisition** means a request for supply of, especially by official order and for military or public use.
- D. **Specification** is a precise description of the physical characteristics, quality, or desired outcomes of a commodity or service to be procured, which a supplier must be able to produce or deliver to be considered for award of a contract.

REQUIREMENTS

A. ONE STOP OPERATOR

- 1) The One Stop Operator who is responsible for the operations of the workforce centers in coordination of the workforce partners will obtain the specifications for items or services to be ordered and complete the Action stated in this guidance letter.

ACTION

A. PURCHASE STEPS

- 1) Develop item specification

- 2) Obtain quotes
- 3) Complete and submit requisition with partners' signatures
- 4) Obtain purchase order number
- 5) Submit purchase order to vendor and place order
- 6) Verify goods or services ordered on purchase order
- 7) Submit invoice and/or packing slip with PO to fiscal agent

INQUIRIES

Questions related to this letter may be directed to the fiscal administrator or Administrative Entity at (575) 744-4857.

ATTESTED



WIOA Administrator

1/27/2020

Date