

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
ADMINISTRATIVE PROCEDURES
VOLUME VI, CHAPTER 4

SUBJECT: PURCHASING
CHAPTER TITLE: REMIS PURCHASE TYPES AND PURCHASE DECISION MAKING

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I. **INTRODUCTION**

Effective: 1/15/2001

This chapter explains what may be purchased using selected DOT Purchase Types, what the primary components of the DOT's purchasing system are, and what approvals must be obtained from various DOT officials and organizations. In addition, this chapter is intended to direct the purchaser in deciding which Purchase Type or method to use, based upon the product or service being bought and its price.

While some of the DOT Purchase Types are associated with statewide purchase types (administered by the Department of Administration, Purchasing Division), many have been developed for DOT internal control only.

This information is not intended to be a comprehensive guide on how to make any of the kinds of purchases that are discussed. However, after gaining the basic knowledge from this chapter on which Purchase Type and/or method to use, and what prior approval(s) are necessary, the reader should be prepared to research the chapter in this volume that will fully explain the purchase process that is required.



II. REMIS PURCHASE TYPES - \$10,000 OR LESS

These purchase types are used when no statewide or agency contract is available and when the needed commodities or services cost \$10,000 or less per purchase or per the life of the agreement. These purchases are fully processed within the authority of the DOT and do not require any processing through the West Virginia Department of Administration (DOA), Purchasing Division.

A. 105 AND SPO PURCHASE TYPES

Effective: 1/15/2001

These purchase types are used for purchases up to \$5,000.

Typically, the "105" type is used for single purchases (items or services that are not bought on a regular basis) that are paid for in a single payment. The "105" gets its name from Form DOT-105, which is used as the order form for these purchases (see Section VI. of this chapter), and is used as the receipt document for entry on REMIS.

The Small Purchase Other (SPO) type is used for services for which a DOT organization must "sign up," but that do not require a Business Service Agreement (BSA - see Section V. of this chapter and also Chapter 7 of this volume). These services are purchased with multiple payments (i.e. monthly, quarterly, etc.). Examples of what may be purchased under the "SPO" include, but are not limited to, newspaper and magazine subscriptions, postage, and membership dues that are paid more often than annually. The "SPO" is not to be used for commodities, inter-government transfers (IGT's), or any service that is expected to cost over \$5000 in a year, unless it is an "exempt" purchase, such as trash hauling.

1. Most purchases of \$1,000 or less should be made with the Purchasing Card. See Chapter 5 of this volume for details.
2. With both of these purchase types, the bidding rules, as outlined in Chapter 3 of this volume, apply.
3. These purchase types may be used for products or services that are exempt from the competitive bid process (see Chapter 3 of this volume), when no formal agreement is required. Also, exempt purchases are not restricted by a maximum dollar limit, but may require prior approval by DOT management.

B. SPB PURCHASE TYPE

Effective: 1/15/2001

"SPB" is the acronym for Small Purchase - Bids Attached. This type is for commodities and services from \$5,000 to \$10,000, which are not on contract. These purchases require written bids, unless the item or service is exempt from bidding. The "SPB" purchase type has been designed to ensure control of this process.

Typically, the "SPB" should be used for single purchases and not for goods or services that must be repeatedly purchased or paid. The "SPB" purchase type is covered in detail in Chapter 7 of this volume.

C. BSA PURCHASE TYPE

The "BSA" purchase type is for Business Service Agreements, business service contracts, equipment rental (not the Highways Equipment Division system) and maintenance, and for lease-purchase arrangements. Included under this purchase type are rug & towel service, trash hauling, pest control, bottled water, dumpsters, security, pagers, portable toilets, and postage meters, as well as equipment rental, maintenance, and lease-purchase. Services purchased under this type must not exceed \$10,000 for the term of the agreement period (usually one year). All of the usual bidding requirements apply for agreements above \$1,000, and the approval of the Transportation Business Manager is required. More information is available in Chapter 10 of this volume. (Note: Chapter 10 is a future issue. Please refer to Volume VIII of Highways' Administrative Operating Procedures.)



III. REMIS PURCHASE TYPES - OVER \$10,000

Effective: 1/15/2001

These purchase types are for contracts and for higher dollar purchases that require bidding and vendor award through the DOA, Purchasing Division. Also included in this section are purchases placed against existing statewide or agency contracts, although the individual purchases may not necessarily be over \$10,000.

A. SCO PURCHASE TYPE

The "SCO" purchase type is for purchases made under Statewide Open-End and Agency Contracts. These are methods of procurement for the purchase of commonly used commodities and services. These contracts are competitively bid and awarded by the DOA Purchasing Division. When purchasing through one of these contracts, any dollar limits are specified in the contract itself.

1. Statewide Open-End Contracts are awarded for and on behalf of all state agencies, including those within the DOT. These contracts include such commodities as vehicle tires, janitorial supplies, interior and exterior paint, safety and rescue equipment, and many others.

2. Agency contracts are established with vendors to provide specific commodities or services over a period of time to a particular agency, although other agencies are permitted to purchase from the contract also. This purchasing option is convenient for recurring purchases of a commodity/service that is not available under other "Agency" or "Small" Purchase guidelines.
3. Both Statewide and Agency contracts may consist of any of the following three variations.
 - a. Commodity Contracts are for commodities and are generally referred to as Open-End Contracts because the actual purchase amounts can only be estimated for the period of the contract. An example of such a contract would be sodium chloride for the Division of Highways' Snow Removal and Ice Control season (SRIC).
 - b. Business Service Contracts are for a specific type of performance over a contract period and may be for single or multiple types of service or performance. When multiple types of service or performance are required, each must be identified individually. Services likely to be contracted in this way include elevator maintenance, janitorial service, and security service, among others.
 - c. Professional Services Agreements are used to obtain specialized or skilled services not available within State Government (the Division of Highways normally uses the "PAG" purchase type for this purpose). These could include architectural services, independent auditors, and engineering consultants, among others.
3. Information on the establishment of and the use of these contracts is available in Chapter 6 of this volume.
4. The "SCO" purchase type is also used to record and reconcile Purchasing Card purchases, in conjunction with the Purchasing Card Holder's Log. See Chapter 5 of this volume for details.

B. RPO PURCHASE TYPE

Effective: 1/15/2001

Generally, this purchase type is applicable to non-repetitive purchases of commodities which are competitive in specification, not allowed under "agency" or "small" purchase authorizations, and not available from any statewide or agency open-end contract. Professional services agreements may also be established using the "RPO." These purchases are completed through the DOA Purchasing Division. See Chapter 7 of this volume for details.

C. ECO PURCHASE TYPE

Effective: 1/15/2001

"ECO" is an acronym for Equipment Contract Order. The "ECO" is like the

"SCO" in that it is an open-end contract and may be either a statewide or an agency contract order. It differs from the "SCO" in that it is for equipment in particular: not consumable goods or services. It provides a convenient means of purchasing equipment that must be purchased repeatedly over a period of time. Items available under the "ECO" include tagged Fixed Assets inventory items such as office or plant equipment (furniture, mechanical, electrical, technical), educational equipment (projectors, screens, classroom televisions); and "ED" numbered equipment such as cars, buses, and heavy equipment. The processes involved are similar to those of the "SCO," and are discussed in Chapter 6 of this volume.

D. EPO PURCHASE TYPE

The "EPO" (Emergency Purchase Order) purchase type may only be used for goods or services when the DOT experiences an unforeseen need requiring a purchase to protect human life and/or to prevent economic loss to government facilities. It allows for bids to be taken by telephone (or FAX), with oral approval from the DOA Purchasing Division, in order to expedite the purchase. The normal bid requirements, however, do apply and must be met afterward. Hardship situations created by improper planning or neglect will not be considered as sufficient grounds for an "EPO" purchase. The processes are explained in Chapter 7 of this volume.

E. DPO PURCHASE TYPE

Effective: 1/15/2001

The "DPO" (Direct Purchase Order) purchase type is used only when the item requisitioned is unique and possesses specific characteristics that can only be supplied by one source. Written justification of the "sole source" situation must be furnished: the "DPO" is not to be used merely to circumvent the competitive bid process. A description of the considerations to justify the "DPO," the processes for making a purchase under the "DPO," and the characteristics of the DOA Purchasing Division's required review are all included in Chapter 7 of this volume.



IV. REMIS PURCHASE TYPES - SPECIALTY

These purchase types have special processing characteristics that lend themselves to having a dedicated purchase type.

A. UTL PURCHASE TYPE

The "UTL" purchase type is used to process invoices for utility services (including cable TV and connection) and municipal and county fees. These kinds of invoices are associated with the DOT's physical operations and are instituted by prior arrangement (i.e. subscription, contract, agreement, etc.), rather than a typical purchase order/receipt process. There are no dollar limits

and no bid requirements, although prior approval is required for some services under this type (see Section V. of this chapter). The "UTL" purchase type is covered in detail in Chapter 9 of this volume.

B. IGT PURCHASE TYPE

Effective: 1/15/2001

The Inter-Governmental Transfer (IGT) purchase type is used when a DOT agency purchases goods or services from another government agency. Examples of this include purchases from the West Virginia State Agency for Surplus Property and from the West Virginia Association of Rehabilitation Facilities (WVARF: sheltered workshops and Prison Industries). All state agencies are required by State Code to purchase commodities and services from sheltered workshops and/or Prison Industries when possible, and providing that the goods or services are of comparable quality and price to that of independent open-market services. The processes involved are explained in Chapter 9 of this volume.

C. EXP AND BLV PURCHASE TYPES

These purchase types are included in the REMIS system as a means of processing Employee (Travel) Expense Accounts and Board and Lodging Vouchers. The processes for these expenditures are explained in Chapter 9 of this volume; the rules governing employee travel expenses are in Volume I, Chapter 4 of these DOT Administrative Procedures.

D. CON, PAG, RPR, RUR, AND RWI PURCHASE TYPES - HIGHWAYS USE ONLY

Under West Virginia State Code (§17-2A-8 and related sections), the Commissioner of Highways has authority to make certain purchases and to enter into certain contracts independent of the DOA Purchasing Division's rules. As a result, the following purchase types have been established for the entry of Division of Highways' invoices into the REMIS purchasing system:

1. "CON" is for construction contracts, voucher estimates, and finals,
2. "PAG" is for professional services and consultant agreements,
3. "RPR" is for real property rentals,
4. "RUR" is for railroad and utility relocations, and
5. "RWI" is for right-of-way invoices.

These categories are covered in Chapter 9 of this volume.

E. OTHER ACCOUNTS PAYABLES

Effective: 1/15/2001

The "OTH" purchase type has been established for the REMIS processing of "Other" payables, not included under any of the other purchase types. This

purchase type is used exclusively by Transportation Finance Division, Accounts Payable Section, in the processing of the following payables: oil company credit card charges, turnpike credit card charges, AT&T telephone equipment rental, bond servicing, DAIN/phone charges, legal claims against the DOT or any of its component agencies, and Purolater charges. For further details, see Chapter 9 of this volume.



V. **PRIOR APPROVAL**

A. DOT PURCHASE CODE - PURCHASES OF \$10,000 OR LESS, OR EXEMPT

When making purchase entries on the REMIS computer system, the employee is required to designate a "Class" and a "Code" for the purchase. There are four Classes:

1. Class 1 for purchases of \$1,000 and less,
2. Class 2 for \$1,001 to \$5,000,
3. Class 3 for \$5,001 to \$10,000, and
4. Class 4 for Exempt purchases (those exempt from bidding requirements at any dollar level).

The "Code" designation has to do with prior approval. Certain types of purchases require prior written approval from DOT management, and these are categorized into Codes, specifying which manager's approval is needed.

When prior approval is required, before making the appropriate computer entry, the requesting organization must first send a memo to the appropriate office, detailing the purchase and requesting approval/coordination. Appropriate signature blocks to indicate approval/disapproval or review should be included on the memo. When needs are immediate, telephone approval may be requested, but it must be followed with the prescribed memo. In the Appendices section at the end of this chapter is a table which includes a list of two-digit codes which signify various DOT organizations/offices from which such approvals must be obtained. The appropriate two-digit number will be used as a suffix to the appropriate class number as defined previously, and together, constitute the DOT Purchase Code to be used for the purchase.

B. EXCLUSIVE PURCHASE AUTHORITY

Effective: 1/15/2001

For the Division of Highways, some procurements are limited to specific Highways organizations. Within the DOH, the following commodities/services may only be purchased by the organizations identified.

1. Educational and Psychological Testing Materials: Transportation Human Resources Division.

2. Legal Services: Legal Division.
3. Medical Fees: Transportation Human Resources Division (unless an emergency situation).
4. Rubber Stamps: Office Services Division.
5. Supplements and Clipping Services: Executive Division.

C. TRADE-IN

Effective 1/15/2001

Organizations may *trade-in* state property (normally, Fixed Assets) for like items, when the vendor offers a trade-in allowance.

- Prior written consent to purchase with a trade-in is required from the State Agency for Surplus Property, regardless of the purchase price.
 - Statewide contract and sole source purchases are prohibited with trade-ins, unless it is in the best interest of the state and approved by Surplus Property.
 - All bids must list both the "with" and "without" trade-in prices.
 - The cost of the new item - without consideration of the trade-in allowance - is to be used in determining the purchasing type and process.
 - REMIS Purchase Masters (and "105" Purchase Receipts) will be established with two Line Item Masters. Line Item One represents the full price of the item (and is the value for inventory). Line Item Two represents the trade-in value and is entered as a credit (negative) amount.
1. If the cost of the new item is less than \$10,000:
 - a. The purchasing organization submits to Transportation Finance, Procurement Section the following:
 - two copies of each bid, if under \$5,000, or, if over \$5,000, a completed Purchasing Requisition, Form DOT-35A (including bids) and
 - a completed Surplus Property Disposition Form, WV-103.
 - b. Procurement Section submits one copy of the bids and a copy of Form WV-103 to Surplus Property.
 - c. Upon approval from Surplus Property, Procurement Section notifies the purchasing organization that the purchase order may be awarded.
 - d. Following purchase award, the purchasing organization submits a completed DOT-877, if the trade-in item is in REMIS inventory, and a copy of the purchase order (if purchase was less than \$5,000) to Procurement Section.
 - e. Procurement Section then sends a copy of the purchase order to Surplus Property and removes the inventory item from the active REMIS inventory.

2. If the cost of the new item is greater than \$10,000:
 - a. The purchasing organization submits to Transportation Finance, Procurement Section the following:
 - a Form WV-35, Requisition and
 - a completed Surplus Property Disposition Form, WV-103.
 - b. Procurement Section sends a copy of the Form WV-35 that was submitted to Purchasing Division and the Form WV-103.
 - c. Upon receiving approval from Surplus Property and following award of the purchase order by Purchasing Division, Procurement Section will notify the purchasing organization and will send a copy of the purchase order to Surplus Property.
 - d. The purchasing organization submits a completed DOT-877, if trade-in item is in REMIS inventory, to Procurement Section.
 - e. Procurement Section then removes the inventory item from the active REMIS inventory.



VI. REMIS PURCHASE PROCESSES

Effective: 1/15/2001

Varying purchase types require different process steps. With some types, higher levels of approval than the organization's must be obtained. Vendors are directed to send invoices to different places, according to the purchase type. The documentation required will vary with the different purchase types. For the specific process steps of a certain purchase type, see the chapter in this volume dealing with that type or dollar range of purchase. The following processes and controls, however, are (to some extent) common to all purchase types.

A. CONTROL LOGS

The DOT makes use of two separate control logs for traditional invoiced purchases, Forms DOT-2 and DOT-3. These logs are maintained, typically, by the organization's storekeeper. Another log (Cardholder's) is used to document and reconcile Purchasing Card Purchases. The Document Control Log, Form DOT-1, is used for assigning document numbers to the receipt of items ordered from State and Agency Contracts (for "PR" entry into REMIS). Proper usage of control logs is critical and will expedite the internal processing of payment documents and will aid in reducing the possibility of duplicate payments, as well as providing a quick summary reference to past purchases.

1. Generally, when an authorized employee initiates a purchase, the first step is to contact the storekeeper, who will assign and log a unique

"purchase number." The number is used in the entry of the purchase on REMIS. This gives the storekeeper an opportunity to review the purchase and determine if the item may already be on hand, available from another location, or available by some other more expedient means. It also provides a means of tracking the purchase throughout the requisitioning, receipt, and payment processes.

- a. Purchase types 105 and SPO require numbers to be issued from Form DOT-2. Numbers issued from the DOT-2 log will be five-digit sequential numbers, in ascending order, beginning with 00001 at the beginning of each fiscal year for each organization. Numbers 50000 or higher, however, will not be used as this would conflict with numbers issued from the DOT-1 log. The maintenance of multiple DOT-2s will necessitate separation or "blocking" of the sequential numbering series to prevent the issuance of duplicate numbers (example: Maintenance/overhead related purchases - 00001-05000; Equipment related purchases - 05001-10000). Additional DOT-2 logs and further blocking may be used if necessary.
- b. Form DOT-3 is used for purchase types SPB, SCO, ECO, DPO, RPO, EPO, and BSA. Only one DOT-3 log is required. However, multiple logs may be needed in some organizations: one for equipment-related purchases, another for SPB purchases, and another for other purchases. SPB requisition/purchase orders should not be logged on the same log as all other types of purchase orders. Numbers issued from the DOT-3 log will be as follows:

Org. No.	Fiscal Year	Purchase Type (if SPB purchase)*	Req./P.O. Sequence
92	8	B	0001

* For other purchases, omit "B"

At the beginning of each fiscal year, the DOT-3 log(s) will be renewed with a beginning sequence number of 0001. The maintenance of multiple DOT-3s will necessitate blocking (example: Maintenance/overhead related purchases - 0001-5000; Equipment related purchases - 5001-9999).

- c. Purchases made with the Purchasing Card will be logged in the Cardholder's Log (Form DOT-5C) as explained in Chapter 5 of this volume, section "III.D.3."
- d. Numbers for PR entry assigned from the DOT-1 will be sequential numbers starting with 50001 at the beginning of each fiscal year. Separate DOT-1 logs are also kept for DOT-6 and DOT-12 entry. Each will be numbered independently of the others.

2. The issuance of the purchase number constitutes approval to make the purchase. This approval may be based upon an existing purchase master (see the next Section in this chapter), the storekeeper's knowledge of the organization's needs and stock, or organization management instructions.

B. PURCHASE MASTER

Effective: 1/15/2001

The essence of the "Purchase Master" is that it is the master record for a purchase. For all purchases made by the DOT, an approved "Master" must first be loaded into the Purchasing System. Once approval for a purchase is received and a purchase number is assigned, the agency or the organization Storekeeper establishes the "Master" on REMIS, by entering the required information.

Subsequently, all receipts of the commodity or service purchased are entered on REMIS against the Purchase Master. Therefore, all receipts must match the criteria established on the "Master." If they do not, either the discrepancies in the goods or services received must be corrected, or else the Purchase Master must be corrected. In this way, the Purchase Master is a vital control in the purchasing system; it helps ensure that DOT organizations receive what they have purchased or contracted to purchase.



VII. PURCHASE DECISION MAKING: WHERE TO BEGIN

Effective: 1/15/2001

Employees who have the responsibility of making purchases (or even a single purchase) for the DOT should try to get the best quality product or service available, at the lowest possible price, and within an appropriate period of time. The method of purchase and purchase type chosen has much to do with this.

Where to start depends upon what is needed. Following, is general guidance on where to begin the procurement process. These instructions are directed primarily toward employees who are new to purchasing and to those who only occasionally make purchases.

A. PURCHASING FIXED ASSETS

Many fixed asset items, such as furniture, office equipment, and other miscellanea may be purchased or received on transfer from another State agency.

1. First, contact Transportation Finance Division, Procurement Section to see whether any other DOT organizations have surplus items that could fill the need. If so, a simple transfer could be done, eliminating the need to make a purchase.
2. That failing, contact the State Agency for Surplus Property, the WVARF (sheltered workshops), and Prison Industries. These organizations offer

new, used, and rebuilt articles. All state agencies are required by State Code to purchase from these sources, if possible. Also, if the need may be filled this way, there is less paperwork and pre-approval required of the purchasing organization.

3. If neither of these options prove fruitful, proceed with a purchase from a vendor, checking existing agency and statewide contracts first.

B. PURCHASING COMMODITIES AND SERVICES


Effective: 1/15/2001







1. Before making any commodity purchase, check "HWIQ" on REMIS to see if any neighboring organizations have these goods on inventory (particularly in large quantity) and contact any that do to arrange a transfer.
2. Many services are offered by WVARF (sheltered workshops). Check this source before considering contracting services elsewhere.
3. Often, there are statewide or agency contracts on often-purchased commodities (particularly consumable goods) and on common services. If the need is in this category, explore the "SCO" availability next. Contact Transportation Finance Division, Procurement Section for guidance.
 - a. If there is an existing contract on the item(s) needed, this method will eliminate the need to request bids.
 - b. If there is no existing contract, but a regular need for the item or service is foreseen, review Chapter 6 of this volume and contact Procurement Section to explore the establishment of a contract.
 - c. If neither of the preceding options prove viable, proceed with the purchase through the appropriate process as addressed in this volume.



VIII. APPENDIX A: PURCHASE DECISION MAKING CHART

Effective: 7/16/98

1. Can it be transferred from another DOT agency?	
Yes - process Form DOT-6	No 

2. Can it be purchased from the State Agency for Surplus Property, WVARF (sheltered workshops), or Prison Industries?		
Yes - process IGT	No 	
	3. Is it on contract?	
	Yes - use SCO or ECO (May use Purchasing Card if \$1,000 or less and vendor accepts the card.)	No, but it will be a recurring purchase 
		Establish SCO or ECO
	No, won't be recurring 	
4. \$1,000 or under?		
Yes - Use Purchasing Card if allowed*; 105, if not	No 	
5. Over \$1,000, up to and including \$5000?		
Yes - Get 3 oral bids, if possible; use 105	No 	
6. Over \$5000, up to and including \$10,000?		
Yes - Get 3 written bids; use SPB or BSA	No 	
7. Over \$10,000?		
Yes - Complete Requisition Form, submit to DOA Purchasing Division, through Transportation Finance Division, Procurement Section for bidding. Use RPO, EPO, or DPO, as appropriate		

* Document Purchasing Card transactions with SCO REMIS type.

VIII. APPENDIX B: PURCHASE CODES AND PRIOR APPROVAL

Effective: 11/15/98

Product or Service	Approval Authority*	C *
answering and paging services	Business Manager	56
books, subscriptions	Business Manager	56
business cards	Office Serv. Div.	57
chemical analysis	Contract Administration	77
comp. hard/software, word proc. ¹	Info. Serv. Div.	63
drafting, blueprints, maps, charts	Office Serv. Div.	57
equipment rental (private)	Highway Oper. Div.	66
equipment repair ²	Equipment Div.	70
hospitality ³	Asst. to Sec. DOT/ Asst. Comm. DOH	56
medical supplies, minor	Enforcement Div.	93
moving expenses	Trans. Human Res.	83
office supplies, miscellaneous	Office Serv. Div.	57
photo./film/audio/video processing ⁴	Office Serv. Div.	57
printing	Office Serv. Div.	57

professional association dues	Business Manager	56
⁵ promotional	Business Manager	56
⁶ reimbursement to DOT employees	Business Manager	56
rescue, safety, & recovery supplies	Enforcement Div.	93
scientific supplies, chemicals	Contract Admin. Div.	77
⁷ telephone equipment/maintenance	Business Manager	56
training seminars	Trans. Human Res.	83
tuition and registration fees	Business Manager	56
when no approvals are required		00

* Except where otherwise noted, requests to the approval authority for these supplies or services must be submitted on Form DOT-6, Inventory Usage or Transfer.

* Two-digit code (C) corresponds to the last two digits of the organizational code.

Footnotes:

1. if over \$1,000 and/or outside the "Standard Configuration" - contact Engineering Computer Services Division for details
2. \$3,000 or more, inclusive of all materials, labor, and parts, regardless of source, in-house or vendor supplied, on any E.D. numbered equipment
3. see DOT Vol. II, Chap. 6, Obj. Code 701 definition for correct application - detailed estimate of costs must be included with the approval request using Form WVTMP 3.0.
4. All DOT organizations requiring film processing and printing will submit their requests to Office Services Division on Form AO-24, Request for Photographic Services. This is a three part form, which must be signed by an employee who has an "Authorized Signature Card for Office Supplies and Forms" on file with Office Services Division. The original and first copy of the AO-24 is submitted to Office Services with the exposed film. The last copy is retained by the requesting organization. Another copy will be returned to the requestor by Office Services Division with the processed prints and negatives.
 - a. An exception to this process is permitted DOH District organizations in situations where time is critical (i.e. bridge reports, accidents, or theft). In these situations, organizations may purchase

photo processing, upon the authority of the District Engineer, or designee. This permission is limited to expenditures of \$25.00 or less per roll. Expenditures over that amount require written approval from the Business Manager.

- b. Office Services Division and the requesting organization's Chief Financial Officer, or designee, will inspect all developed film to ensure that the photographs are relative to official DOT business. The Business Manager or the Organization Manager (of the requestor) will be notified in writing of any misuse of DOT film and cameras.

5. see Dot Vol. II, Chap. 6, Obj. Code 702 definition for correct application - detailed estimate of costs must be included with the approval request - requires approval of the DOA Purchasing Division if \$5,000 or greater

6. except for: (1) reimbursement to DOT employees for emergency expenses incurred while conducting DOT business or traveling in a State vehicle, (2) reimbursement to DOT or potential DOT employees for travel expenses resulting from DOT directed travel required for (Worker's Comp.) medical examinations, reimbursement of travel expenses to prospective employees invited for job interviews, etc.

7. changes in (requires the use of a Department of Administration Telecommunications Change Request Form - refer to DOT Forms Manual, Volume 7 of the *DOT Administrative Procedures*)

