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TO: State Agencies

FROM: Kent Allin *KA*
Director

SUBJECT: Purchasing Policy on Special Delegation to ALP Authority

For many years, the Materials Management Division's (MMD) policy has been to consider granting, on a one-time basis, special delegation to a certified purchaser's authority for local purchase when the request is due to special, immediate or unusual circumstances. MMD has now established a more structured procedure on how this special delegation is to be obtained.

The normal procedure for a purchase that exceeds an individual's authority for local purchase is to complete a requisition and send it to a certified purchaser having authority to purchase at that level, whether it be within that organization or in MMD. Every effort should be made to make all purchases under the normal purchasing procedures.

If in special, immediate or unusual circumstances this method will not reasonably meet the needs of the agency, the purchaser should contact the appropriate Acquisition Management Specialist (AMS) in MMD for the commodity or service being purchased. After discussing the situation with the AMS, he or she may grant this approval after receiving memo, e-mail, or fax outlining the request.

The request will not be considered granted until the requesting purchaser has received an affirmative reply in writing from MMD. Upon receipt of the approval of the special delegation for the specific action requested, and for that action only, the purchaser can then proceed to procure the requested item/service. No procurement action can take place until written approval from appropriate authority in MMD has been received. The MMD written approval must be attached to the purchasing records for that procurement and must be filed with the purchasing records to be available during audits. Procurements made beyond the authority for local purchase of the certified purchaser without a written special delegation from MMD is a violation of the delegation of authority.

Note: This policy does not pertain to emergency acquisitions as stated in Minn. Stat. § 16C.10 subd. 2(a) and (b) and the ALP Manual paragraph 1.6.1.