



**ADMINISTRATIVE
POLICY**

POLICY NUMBER

4.02

TITLE:	PURCHASING POLICY
RESPONSIBLE OFFICE:	Division of Finance and Administration Bureau of General Services 107 East Madison Street B-047 Caldwell Building Tallahassee, Florida 32399 Phone: (850) 245-7471
EFFECTIVE:	July 31, 2019

I. PURPOSE

The purpose of this Purchasing Policy is to establish requirements for the Florida of Department of Economic Opportunity's (DEO) procurement activities in accordance with applicable state and federal laws. The procurement of all commodities and contractual services required for the operation of DEO will be accomplished according to this policy and the DEO Purchasing Guidelines. Procedures contained in the DEO Purchasing Guidelines are designed to comply with applicable state and federal laws, and do not, in any way, supersede them.

II. SCOPE

This Purchasing Policy applies to all DEO employees and contracted employees who are responsible for, or involved with, the procurement of commodities or contractual services.

III. AUTHORITY

Rule 60A-1, Florida Administrative Code (F.A.C.), General Regulations
 Rule 60D-5, F.A.C., Procedures for Construction Contract Bidding,
 Award, Negotiation, and Changes
 Chapter 112, Florida Statutes (F.S.), Public Officers and Employees General Provisions
 Chapter 119, F.S., Public Records
 Chapter 120, F.S., Administrative Procedure Act
 Chapter 215, F.S., Financial Matters, General Provisions
 Chapter 255, F.S., Public Property and Publicly Owned Buildings
 Chapter 283, F.S., Public Printing
 Chapter 286, F.S., Public Business, Miscellaneous Provisions
 Chapter 287, Part I, F.S., Procurement of Personal Property and Services

2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

Florida Governor’s Executive Order No.: 2011-04, Reaffirming Commitment to Diversity in Government

IV. REVISION HISTORY

Version #	Version Date	Overview of Change
1	07/16/2001	Original policy
2	09/29/2003	Revised policy
3	11/08/2006	Revised policy
4	08/07/2008	Revised policy
5	06/25/2014	Revised policy
6	07/31/2019	Revised policy

V. DEFINITIONS

For all Purchasing related Terms and Definitions, please use this link to access the DEO Purchasing Guidelines.

https://sharepoint.deo.myflorida.com/Policies/gs/4.02%20Guidelines_Purchasing_FINAL.pdf

VI. POLICIES

It is DEO’s policy to:

- operate in an open and transparent manner in exercising its purchasing functions.
- provide procurement services responsive to the needs of DEO’s programs and facilities they support.
- follow the operating procedures established in this Purchasing Policy and DEO’s Purchasing Guidelines.
- follow all applicable authority in making any purchase using public funds.

VII. PROCEDURES

DEO’s Purchasing Guidelines outline all procedures associated with this policy.

VIII. DISTRIBUTION REQUIREMENTS

The following individuals should be notified of this policy	Method of notification
1. All DEO employees	<ul style="list-style-type: none"> • Via email • DEO intranet

IX. REFERENCES AND RELATED INFORMATION

https://sharepoint.deo.myflorida.com/Policies/gs/4.02%20Guidelines_Purchasing_FINAL.pdf