



# COMMONWEALTH of VIRGINIA

## Department of General Services

Division of Purchases and Supply

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### MEMORANDUM

TO: Directors of Purchasing Offices  
Executive Branch Agencies and Institutions of Higher Education  
Commonwealth of Virginia

FROM: Ron Bell  
Director

DATE: June 30, 2009

SUBJECT: Procurement Information Memoranda (PIM) #98-025

Enclosed is PIM #98-025, effective July 1, 2009, representing changes to the September 1998 edition of the *Agency Procurement and Surplus Property Manual (APSPM)*. The Summary of Changes below is in the order of the changes to the *APSPM*. All changes to the *APSPM* are incorporated into a web-based *APSPM*, which is downloadable from the eVA and Division of Purchases and Supply websites at <http://www.eva.virginia.gov> and <http://dps.dgs.virginia.gov/dps/>, respectively. The version containing changes as a result of this PIM will be posted to the website. The location of text changes is indicated by an arrow in the margin ( → ) with the corresponding PIM #98-025 number identified next to the changes. All arrows indicating previous changes are removed. Appendix C contains a log recording the PIM number and date of revision. This memorandum and the corresponding PIM #98-025 should be filed in the back of the Appendix C log.

Changes incorporating all PIMS are reflected in the *APSPM* full version, which will be made available on the eVA website, under the *APSPM* Manual. Changes to the *Vendors Manual* are also available on the eVA website.

To print a copy of the manual, save it to your hard drive or network and print from there. Printing directly from the website will result in lost formatting. If you should have questions about the changes, please contact Keith Gagnon at 804-786-0324 or [keith.gagnon@dgs.virginia.gov](mailto:keith.gagnon@dgs.virginia.gov).

<b>APSPM Cite</b>	<b>Summary of Changes</b>
1.2(f)	<p>On and after July 1, 2009, all of DPS’s previous and future grants of direct purchasing authority shall be construed to allow direct purchasing only if the purchase is made through DPS’s statewide electronic procurement system (eVA), beginning at the point of requisitioning, unless DPS gives or has given express written authorization for the purchase to be made through a non-eVA process or technology application.</p> <p>Unauthorized direct purchases by officers or employees of using agencies shall be governed by Code of Virginia § 2.2-1115(D) and (E), including but not limited to, the directive that the “Comptroller shall not issue any warrant upon any voucher issued by any using agency covering the purchase of any material, equipment or supplies, when such purchases are made in violation of this article.”</p>

**1.2(f) Delegated Procurement Authority and eVA**

By statute, most direct purchases of goods and nonprofessional services by State agencies (other than technology purchases) require a delegation of purchasing authority from DPS (Code of Virginia, §§ 2.2-1110 and 2.2-1120).

DPS has granted agencies permission in certain circumstances to purchase non-technology goods and services directly, rather than through DPS. These grants of authority to make direct purchases include those set forth in general rules, such as Sections 1.2 and 1.4 of this Manual, as well as special orders issued by DPS to particular agencies.

On and after July 1, 2009, all of DPS’s previous and future grants of direct purchasing authority shall be construed to allow direct purchasing only if the purchase is made through DPS’s statewide electronic procurement system (eVA), beginning at the point of requisitioning, unless DPS gives or has given express written authorization for the purchase to be made through a non-eVA process or technology application.

Any agency desiring a grant of authority from DPS to make a non-technology purchase through any process or technology application other than eVA must request a specific, written exemption from DPS. Unauthorized direct purchases by officers or employees of using agencies shall be governed by Code of Virginia § 2.2-1115(D) and (E), including but not limited to, the directive that the “Comptroller shall not issue any warrant upon any voucher issued by any using agency covering the purchase of any material, equipment or supplies, when such purchases are made in violation of this article.”

In addition, the delegated procurement authority of any agency whose officers or employees violate this provision will be reduced and/or DPS review and pre-approval of agency procurement awards may be required until DPS confidence is restored in the integrity of the agency's procurement operations.

Intentional violations of the above provision are required to be reported to the Department of General Services and Auditor of Public Accounts by the Agency Head.

C: Auditor of Public Accounts  
Director, Department of General Services  
Comptroller, Commonwealth of Virginia  
All Fiscal Officers Agencies and Institutions of Higher Education