

Procurement Policies and Procedures Manual FMA-P-001

SUMMARY OF REVISIONS

1. FMA Board of Commissioners replaced by FMA Board of Trustees throughout.
2. The Deputy Director of Operations replaced by the Deputy Executive Director throughout.
3. Director of Finance replaced by Deputy Director of Finance and the Director of Human Resources replaced by the Human Resources Manager throughout.
4. Section 2 – Procurement Office, paragraph 2.2 E: Revised due to creation of FMA-F-002, Financial Policies and Procedures, Government Funds.
5. Section 6 – Small Purchase Procedures, paragraph 6.2: Added subparagraph C to provide for the use of petty cash as a small purchase procedure.
6. Section 6 – Small Purchase Procedures, paragraph 6.2: Added subparagraph D to allow procurements under \$10,000 without requiring the FMA standard form contract.
7. Section 6 – Small Purchase Procedures, paragraph 6.4: Subparagraphs A-D Deleted. Subparagraph E modified, all to suit creation of the Financial Policies and Procedures.
8. Paragraph 6.5– Small Purchase Procedures, Travel – Sustenance, Lodging and Public Transportation: Added name and number of FMA’s Travel Policies and Procedures.
9. Paragraph 6.6 – New paragraph added to suit new yearly limit and retention requirements.
10. Section 10 – Other Considerations, paragraph 10.3 Surplus/Unclaimed Property: Deleted reference to Facilities Manager and substituted Surplus Property Manager. Referenced new Policies and Procedures and included Disposition of Surplus Material form in Appendix B.
11. Paragraph 14.2 – Commonwealth of Virginia Electronic Procurement System (eVA) Procedure, Subparagraph A: eVA training, access, account numbers and passwords are established by the Department of General Services (DGS), not FMA Finance Office.
12. Paragraph 14.2 – Commonwealth of Virginia Electronic Procurement System (eVA) Procedure, Subparagraph B: Removed restriction to seek small business vendors only for office supplies and added where practicable.
13. Section 17 – Internal Control and Record Keeping: Completely revised to suit creation of new Finance Policies and Procedures Manual.
14. Section 18 – Contract Administration, Paragraph 18.2, subparagraph B: Deleted accounting forms.
15. Section 18 – Contract Administration, Paragraph 18.2 D: Entire paragraph rewritten.
16. Section 19 – Procurement Process, Paragraph 19.3 Subparagraph C: Deleted Finance Office and substituted Procurement Manager.

17. Section 19 – Procurement Process, Paragraph 19.3 Subparagraph D: Deleted in its entirety. This information is now contained in the Finance Policies and Procedures FMA-F-002.
18. Section 19 – Procurement Process, Paragraph 19.4: Payment shall be in accordance with the FMA Finance Policies and Procedures FMA-F-002.
19. Appendix A – FMA Procurement Table: Table revised throughout. Authorized Approvers modified to comply with the signature authority in the Finance Policies and Procedures FMA-F-002.
20. Appendix B - Procurement Forms have been updated with most recent versions.
21. Appendix C – Standard Terms and Conditions: Most recent versions of the Standard Terms and Conditions have been incorporated.
22. Appendix D added: Contract templates have been included.