


<b>SUBJECT PURCHASING</b>	<b>POLICY NUMBER 10.09</b>	
<b>POLICY MAINTENANCE ADMINISTRATOR:</b> Chief, Bureau of Purchasing and Contracts		
<b>PURPOSE/SCOPE:</b> To establish uniform policies for procurement, including contracts and materials, supplies, repair services and real estate leasing.		

## I. AUTHORITY

Section 215.422, Florida Statutes, Payments, Warrants and Invoices; ....

Chapter 255, Florida Statutes, Public Property and Publicly Owned Buildings

Chapter 282, Florida Statutes, Communications and Data Processing

Chapter 283 Florida Statutes, Public Printing

Chapter 287, Florida Statutes, Procurement of Personal Property and Services

Chapter 413, Florida Statutes, Vocational Rehabilitation

Chapter 672, Florida Statutes, Uniform Commercial Code: Sales

Chapter 946, Florida Statutes, Inmate Labor and Correctional Work Program

Chapters 60A-1, 60A-7, 60A-9, Florida Administrative Code

Department of Financial Services, Reference Guide for State Expenditures

## II. DEFINITIONS

None

## III. POLICY

The Department will facilitate the procurement of contractual services and commodities which are responsive to the needs of the programs and facilities which it supports. Purchasing responsibilities will be accomplished within the framework of

<b>Executive Director</b> SIGNED ORIGINAL ON FILE	<b>Effective Date</b> 02/01/1991
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STATE OF FLORIDA  
Department of Highway Safety and Motor Vehicles

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state and federal laws, Department rules, and guidelines set forth by the Department of Financial Services, Department of Environmental Protection and the Department of Management Services. The Department will make all discretionary purchases, whenever economically feasible and practical, from certified minority business enterprises.

#### **IV. ROLES AND RESPONSIBILITIES**

The Bureau of Purchasing and Contracts is responsible to assure all DHSMV procurement activities are conducted in accordance with state and federal laws, administrative rules and the guidelines prescribed by the Departments of Financial Services, Environmental Protection and Management Services.

#### **V. PROCEDURES**

A manual entitled Purchasing Policy and Procedures is available from the Bureau of Purchasing and Contracts, Department of Highway Safety and Motor Vehicles, Room B409, Neil Kirkman Building, Tallahassee, Florida 32399-0500 and online via the Bureau website.