



Virginia Task Force 2 Urban Search and Rescue

Administrative Manual

2.04 Purchasing & Receiving
June 2021

Purchasing and Receiving

ISSUE STATEMENT

To establish a procedure for requesting and procuring items with cooperative agreement funds

REQUIRED ACTIONS

This process will outline the steps to be followed by the VA-TF2 Logistics Staff and Administration Staff, when purchasing items for the task force. All requests for purchases will be processed utilizing a VATF2 Form 143. Form 143 provides total visibility by tracking the process from the beginning at the identification of the requested item(s) to the receipt and inventory of the item(s).

Step 1

Create a purchase request utilizing the VATF2 Form 143. A printable form copy can be located on the Logistics Primary Cache Computer. Printed copies of the form are also available from the Administrative Specialist or the 143 mailbox within the Administrative Office. Requestor completes form instructions 1-17. Include part number and/or photo of requested item(s).

Step 2

The Logistics Manager or designee receives all VATF2 Form 143 requests from the Requestor and checks for accuracy. The current approved US&R cache list will be utilized for allowable purchases to determine acceptable quantities. A detailed justification must be provided with Form 143 if item(s) requested are not part of current cache list. The Logistics manager or designee will update the Purchasing 143 Tracker in Sharepoint (Fire Department/Divisions/VATF2/ Logistics) and completes section 18 on the VATF2 Form 143. They will make a copy of the signed 143 form to filing in Logistics office, then forward request to Program Manager or designee for review and approval.

Step 3

The Program Manager or designee will review all purchase requests and classify each of them as approved/disapproved/hold. The Program Manager or designee will complete VATF2 Form 143 box 19 when applicable for approved item(s). The Program Manager or designee will forward all approved/disapproved/hold Form 143s to Administrative Specialist or designee for processing and filing.



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Step 4

The Administrative Specialist or designee will complete VATF2 Form 143 steps 20-21. They verify full funding stream for purchase, accurate quote and contract information and obtain additional quotes if needed. They will update Sharepoint tracker with updated Program Manager approval or On Hold status and purchase status on the FEMA Sharepoint purchase tracker (Fire Department/Divisions/VATF2/Logistics/ Purchase 143 Tracker) and monitor bi-weekly for budget changes that allow for additional purchases.

Step 5

Administrative Specialist or designee will follow the City of Virginia Beach Administrative Directives AD 4.08 Purchasing and Payment Requirements, AD 6.01 Asset Management, AD 6.09 Women and Minority Owned Businesses (<https://beachnet.vbgov.com/organization/administrative-directives>) and City of Virginia Beach Purchasing Manual (<https://beachnet.vbgov.com/assets/finance/Purchasing/Purchasing-Manual.pdf>). Administrative Specialist or designee will enter requisition for purchase(s) through the City of Virginia Beach Oracle ERP ordering system. In addition the Administrative Specialist or designee will partner with Logistics Manager to verify that all vendors have been cleared in the system award management (www.sam.gov).

Step 6

Administrative Specialist or designee will process the Purchase Order in the Oracle ERP ordering system if overall purchase is under \$5K; Central Purchasing will process Purchase Order if overall purchase is greater than \$5K. Administrative Specialist or designee will complete VATF-2 Form 143 box 22-23, notify vendor of completed order, and determine estimated delivery date.

Step 7

The Administrative Specialist or designee will process all receipt(s) of item(s) in the Oracle ERP system, collect all packing slips and invoices and communicate to designated recipient from VATF-2 Form 143 that item(s) are able to be processed. Paperwork related to the purchase shall be forwarded to the Account Clerk for payment and filing.

Step 8

The Administrative Specialist or designee will attach a copy of the completed VATF-2 Form 143 to each received shipment. All item(s) will be placed into the designated receiving area of the VATF-2 warehouse.



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Step 9

The Recipient will verify the correct item has been received and will notify the Cache Manager of the received shipment.

Step 10

The Cache Manager will complete the Data Collection form which may include but are not limited to:

- Verify with HAZDECs Specialist if special circumstances or travel requirements exist for item(s)
- Verify if item has an expiration date
- Verify if item requires maintenance schedule and service requirements
- Barcode and inventory item(s)
- Capture photo and owner's manual information
- Input item(s) into Database
- Place item(s) in designated cache
- Complete Purchase 143 Tracker information with database processing and placement in cache information

VATF-2 Program Manager

Signature *Robert Daly* Date 6/21/21

VATF-2 Task Force Representative

Signature *D. J. F.* Date 6/24/21