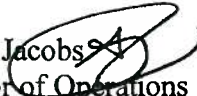


**Government of the District of Columbia
Office of the Chief Financial Officer**



MEMORANDUM

TO: OCFO Executive Staff

FROM: Angell Jacobs 
Director of Operations

DATE: October 21, 2009

SUBJECT: Procurement Authority in the OCFO

The OCFO is governed by the Public Procurement Act (PPA) and the implementing regulations, DCMR 27.

OCFO employees do not have the authority to enter into any agreements with any vendor for the purpose of providing services or commodities. These include, but are not limited to: office supplies, research services, subscriptions, equipment maintenance services, software or consulting services of any type. Only a Contracting Officer within the Office of Contracts may sign an agreement binding the OCFO and a vendor to provide services or commodities. Employees who enter into an agreement with a vendor without first having a valid purchase order, contract, task order or other procurement instrument are in violation of the Anti Deficiency Act and may be subject to disciplinary action.

All vendors are made aware that the District government requires that all vendors must have an approved procurement instrument (i.e., purchase order, term contract, contract, task order, etc.) in place prior to providing goods or services. Entering into contracts verbally or without appropriate authorization is prohibited. Any vendor who delivers services or goods to the District without a proper contract is doing so entirely at their own risk. The District does not pay for goods or services that were provided without the benefit of a properly executed contract

The OCFO Office of Contracts has no authority to approve payments to vendors if that vendor provided services or commodities without a properly executed (i.e. signed by a Contracting Officer) procurement instrument or the vendor provided services or commodities at the direction of an OCFO employee. The only course of action is for the vendor to seek payment through the District Contract Dispute process and/or through the Courts.

Requisitions entered into PASS which have invoices or vendor agreements signed by an OCFO employee attached as supporting documentation will be denied and sent back to the originator.

Please communicate this to members of your staff.

Cc: Dr. Natwar Gandhi, Chief Financial Officer
Lucille Dickinson, Chief of Staff
David Tseng, General Counsel