

SOUTH FLORIDA WORKFORCE PROGRAM DIRECTIVE

SOUTH FLORIDA WORKFORCE
7300 Corporate Center Drive, Suite 500, Miami, Florida 33126
Tel: 305-594-7615 / Fax: 305-477-0113

Directive Number	SUBJECT
#8 PY 2003	Capital Equipment/Procurement
Date of Issuance	POLICY IMPACT
September 10, 2003	One Stop Career Center Operators and other contracted agencies

REFERENCE

LOCAL POLICY

INFORMATIONAL BACKGROUND

PURPOSE

The purpose of this Program Directive is to provide One-Stop Career Center Operators and other contracted agencies with information and procedures on how to process and purchase capital equipment.

POLICY

It is the policy of the South Florida Workforce (SFW) that One-Stop Career Center Operators and other contracted agencies submit a written request to their assigned SFW Contract Manager to obtain approval for capital equipment purchases greater than \$250.00.

PROGRAM DIRECTIVE

Procedural Action

PROCEDURE

The One Stop Career Center Operator/agency must completely follow the procurement procedures as follows:

- On the ***SFW Service Provider Procurement Request Form***, complete the date, Contract Manager, Service Provider, Service Location and Contact Person information;
- Complete the description and the quantity of the items requested;
- Complete the reason/justification for the request and agency Executive Director's signature.

Once the ***SFW Service Provider Procurement Request Form*** is completed, forward request to your assigned South Florida Workforce (SFW) Contract Manager at:

South Florida Workforce
ATTN: SFW Contract Manager
7300 N.W. 19th Street, Suite 500
Miami, Florida 33126-1234

Form Attached: [South Florida Workforce Service Provider Procurement Request Form](#)
(Form also located on the website www.southfloridaworkforce.com)

Effective Date	Expiration Date
Immediately	Indefinite
Contact Person	
Contract Manager	
Authorized by	
Marian M. Smith, Director of Administration South Florida Employment and Training Consortium	