

NMSWMD PURCHASING AND INVENTORY CONTROL

The District will conduct proper procurement/bidding procedures as set forth in the “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments” when purchasing goods/equipment that will total over \$500.00 per purchase. The Board of Directors of the NMSWMD will review bids received and will award the bid based on quality, past performance, reference checks, and other criteria set by the Board. Additional standards will include:

- No work or services, paid for wholly or in part with state or federal funds, will be contracted without the written consent of the MoDNR
- Recipient agrees that any contract, interagency agreement, sub agreement, and/or equipment to be procured under this award which was not included in the approval work plan must receive formal MoDNR project officer approval prior to expenditure of funds associated with the contract, agreement, sub agreement, or equipment purchase.

All equipment purchased by the District at a cost of \$5000.00 or greater will have a UCC filed with the State of Missouri’s Secretary of State’s Office vesting the equipment to MoDNR.

All equipment purchased by the Subgrantee at a cost of \$5000.00 or greater will have a UCC filed with the State of Missouri’s Secretary of State’s Office vesting the equipment to the North Missouri Solid Waste Management District – Region B.

Procedures for managing equipment whether acquired in whole or in part with MoDNR SWD funds will, at a minimum, meet the following requirements until disposition takes place:

1. Property records must be maintained that include a description of the equipment, a serial number or other identification number, the source of property, the acquisition date, and cost of the property, percentage of federal participation in the cost of the property, the location, use and condition of the property.
2. A physical inventory of the property must be taken and the results are to be reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft shall be investigated.

All equipment of the NMSWMD, including office equipment, will be labeled designating the item as property of the North Missouri Solid Waste Management District. The District’s inventory will be managed per the District’s Inventory Control procedures (see attached).

Exhibit Eleven

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SUB GRANTEE PROCUREMENT

All sub grantees will be required to submit their procurement policy to the District and the District will ensure that the grantee adheres to the procurement policies, **provided it conforms to the state procurement standards when purchasing goods/equipment with District grant funds.**

Should the sub grantee not have a procurement policy in place then they must follow the State of Missouri's procurement standards, which will be provided to the District as the standard followed for procurement.

Adopted – August 23, 2007, NMSWMD Board of Directors meeting

