**Objective**

The intent of this document is to clearly articulate the VCCS “Business Rules” that apply to the VCCS Procure-to-Pay function.

A "Business Rule" is an "internal policy" drafted by the VCCS that states a clarifying position on a documented Policy or Law. A Business Rule may also be a VCCS-specific rule that all Colleges, the System Office and the SSC SHALL follow for a particular function. These Business Rules are used by the VCCS to guide decisions relative to overall governance in order to ensure consistency of interpretation across the VCCS entities. As such, these business rules do not need to be reviewed or approved by the State Board.

**Note:** All references to "College" or "Colleges" also include the System Office, and, where appropriate, the SSC. Also, the term “VCCS” refers to ALL Colleges, the System Office and the SSC.

**Introduction**

The VCCS Shared Services Center (SSC) was established to centralize a variety of College administrative functions, thus relieving the Colleges of the administrative burden and allowing them to focus more effort and energy to supporting their College mission within their communities. The SSC will allow the VCCS to better standardize operations, gain performance efficiencies, and leverage our state-wide presence. The SSC is governed by the Colleges who participate in the SSC Process Councils, Management Council and Executive Councils.
Procure-to-Pay Operations will be performed by the Shared Services Center (SSC). This must be a collaborative effort with the Colleges. In general:

- Colleges: Following basic Procurement guidelines and rules, initiate their purchases via Purchase Requisitions (Colleges may suggest sources and SSC will complete purchases from compliant sources)
- SSC: Review and process Requisitions into Purchase Orders
- SSC: Establish (solicit) and manage contracts
- SSC: Ensure compliance
- College: “Receive” goods and services in eVA
- College: Perform appropriate Contract Administration functions
- SSC: Process submitted invoices
- Colleges: Maintain basic knowledge of Procurement and A/P guidelines and rules
- SSC: As the Subject Matter Experts (SMEs), maintain knowledge of Procurement and A/P rules and regulations
- Both: Effectively work to address vendor performance issues and disputes

Specific “Roles and Responsibilities” (delegated purchasing authority) are documented within the applicable procedures.
Procurement Delegation of Authority

Authority to authorize purchases (Purchase Orders and PCard Purchases) will be delegated annually to appropriate roles within the VCCS. Unless specifically stated, all others within the VCCS do not have procurement authority.

Signature Authority

Authority to sign Procurement documents will be delegated annually to appropriate roles at the Shared Services Center. Unless specifically stated, all others within the VCCS will not have authority to sign Procurement documents.

Management

As indicated in APSPM Annex 1-B, the VCCS Chief Procurement Officer (CPO) shall report from no lower than level 3 in the agency hierarchy and have full responsibility and commensurate authority for the agency’s procurement-related policy and procedure development, implementation and administration.

The Colleges and the SSC will work together to ensure both a compliant and efficient operation – balancing the demands of the College operations with the rules and regulations of the Commonwealth.
Version Control

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- **Author/Editor** – Michele Johnson
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- **Approvals** – Procurement Operations Manager, Procurement Compliance Manager, Process Council, Management Council
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