



DIRK KEMPTHORNE, GOVERNOR
Roger B. Madsen, Director

DATE: March 18, 2004
TO: Regions I, II, IV, V, and VI Workforce Investment Areas
FROM: Cheryl A. Brush, Chief, Workforce Systems Bureau
SUBJECT: Changes To Purchase Agreement (WIA 04) Processing

WIAB 11-03

To prevent the potential for fraud and ensure integrity of WIA funds, Accounting and Workforce Systems staff have formulated the guidelines below, effective immediately. These changes have been posted in the Supportive Service Technical Assistance Guide (TAG) in the WIA Management Information System (MIS).

- The participant's signature is required on all invoices associated with a purchase agreement if more than one purchase is made from a single purchase agreement. Purchases from college and university bookstores and purchases of gas frequently have more than one purchase made on a single purchase agreement.
- These following guidelines are to be followed when changes to the maximum authorized cost are necessary on an original WIA 04 Purchase Agreement.

If the cost of a service or product is expected to exceed the maximum authorized cost identified in Section I, the vendor must contact the case manager. If the case manager agrees to a higher cost, s/he must either initiate a new WIA Purchase Agreement before services are provided, or initial and date the changed amount on the original purchase agreement and send an e-mail to rbuffer@jobservice.us or nleonard@jobservice.us or a written notice to IDOL accounting, with the following information:

- Participant's social security number
- Participant's name
- Cost center number
- General description of the 04
- Maximum authorized cost on the original form
- Revised maximum authorized cost
- Case manager's name
- Date case manager signed the original form
- 1 to 2 sentence explanation of the reason for the change

It is preferred that the e-mail be from the case manager originally initiating the purchase agreement. In the event the case manager is unavailable, an e-mail will be acceptable from the case manager's supervisor, the cost center assistant manager, or manager.