

PART 804—ADMINISTRATIVE MATTERS

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SUBPART 804.1 - CONTRACT EXECUTION

804.101 Contracting officer's signature.

In the event a contracting officer's name and title has been typed, stamped or printed on the contract and the contracting officer is not available to sign the contract, a designee must be a contracting officer as specified in 801.602 and must have specific contracting authority to cover the contract to be signed.

:::SUBPART 804.2 - CONTRACT DISTRIBUTION:::

:::804.202-70 Distribution of construction contract files.

(a) The following is the distribution of the copies of the contract:

(1) Copy A (signed) - maintained in contracting activity for documentary record.

(2) Copy B (signed) - to contractor with notice to proceed.

(3) Copy C (signed) - to resident engineer (or Chief, Engineering Service.)

(b) The originals of the performance and payment bonds are filed with copy A of the contract.:::

:::SUBPART 804.8 - CONTRACT FILES:::

:::804.805 Retention and disposal of contract files.

Contract files will be retained and disposed of as authorized by appropriate agency record control schedules.:::

:::804.870 Numbering contracts.

(a) Registers of numbered contracts will be established and maintained by contract number, contractor, commodity, and period of performance.

(b) Expenditure and sales contracts required to be numbered are:

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- (1) Construction contracts in excess of \$2,000.
- (2) All contracts that involve more than one collection or payment regardless of dollar value, commodity or service covered.
- (3) All contracts for \$25,000 or more.

(c) Contract numbers will consist of the letter 'V', designating the VA, followed by the station identification number and the letter or letters designating the type of contract. This will be followed by a hyphen and the contract number, e.g., V526P-195. Contracts will be numbered in sequence for each type of contract and station without limitation as to date or year. When the contract numbers reach the limit of four digits (9999), a new series will be started with the addition of an alphabetical suffix. In Central Office, follow the station number by the mail routing symbol in parentheses, e.g., V101(036)P-1.

(d) The following letters will be used to designate the type of contract:

Type of Contract	Letters
Construction	C
Procurement of books and periodicals for libraries and periodicals for other purposes	L
Supplies, equipment and services	P
Real estate	R
Vocational rehabilitation and education*	V
Sales - construction*	SC
Sales - real estate*	SR
Sales - all other*	S

**Included for informational purposes only.:::*

804.871 Purchase order register.

Purchasing activities utilizing the c.o.d. method of purchase when required to issue a purchase order to cover such transactions, as prescribed by 813.405-70, will establish and maintain by c.o.d. number, vendor, and commodity, a register of all such transactions. Transactions will be numbered consecutively on a fiscal year basis prefixed with the code 'c.o.d.' and suffixed with the fiscal year, e.g. c.o.d. 50-83. These transactions will be numbered in the fiscal year in which they are issued regardless of the date on which delivery is accomplished.:::

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:::804.872 Contract records.

Adequate and sufficient files will be maintained in the procuring office to support procurement action taken on bid invitations, contracts, negotiated purchases including small cash purchases and purchase orders transactions.:::

:::804.873 Contract file.

(a) Upon execution of a contract by the methods listed below, the contracting officer will create a "Contract File" as the official VA contract record.

Except as provided in paragraph (b) of this section, the contract file will be maintained in the contracting office of the activity.

(1) Contracts awarded by sealed bidding.

(2) Negotiated contracts in excess of the small purchase limitation.

(3) Negotiated contracts less than the small purchase limitation to which a contract number has been assigned.

(b) Loan guaranty contracts pertaining to property managed under the VA Loan Guaranty program will be filed in the loan guaranty folders.

(c) Written notification of final payment and final payment date, or a copy of the final payment, will be obtained from the fiscal activity and placed in the contract file. This will normally be the final document placed in the contract file.:::

:::804.874 Contract working file.

Contracting "Working Files" other than those prescribed in 804.873 may be established when the contracting officer determines it to be administratively necessary to do so. These working files will contain only documentary copies necessary to the intended administrative function. When the construction contract is executed or approved by Central Office, the resident engineer also may establish such a "Working File." These working files shall be reviewed prior to the end of each month to determine that nothing contained therein is proper for inclusion in the official contract file. Upon completion of the contract work or delivery of supplies, original documents and other records which are not duplicated in the "Contract File" will be removed from the "Working File" and

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will be forwarded to the office maintaining the original contract. Copies of specifications, drawings, and other related papers maintained in the resident engineer's "Working File" will be transferred to the Chief, Engineering Service, upon completion of the contract.:::