



Policy and Procedure # 770

Non-Client Employee Purchases

Approval: _____ Effective Date: 5/10/24

POLICY:

All employees will use the following procedures for purchases of goods and services.

PROCEDURE:

1. Department Directors may approve purchase orders up to \$250.00. Purchase orders exceeding \$250.00 will require pre-approval by the Executive Director (ED).
2. Pre-approval by the ED may be by email, letter or initials on the purchase order.
3. Pre-approval by the ED may be made of a list of routine and on-going items such as janitorial supplies and latex gloves.
 - a. Directors may submit a list of items for pre-approval to the ED.
 - b. ED will review and either approve, modify or deny.
 - c. This list will be kept by the Finance Director.
4. The process for purchases is as follows:
 - a. Fill out the purchase order.
 - b. Get approval, if necessary.
 - c. Make the purchase.
 - d. Sign the receipt.
 - e. Attach the purchase order to the receipt and turn into the finance department within 48 hours. If the vendor requires the original purchase order, attach the yellow copy to the receipt.
 - f. If the vendor takes the original, make certain that the yellow copy of the purchase order is completed with all of the totals.