

SOUTHERN HIGHLANDS COMMUNITY MENTAL HEALTH CENTER
POLICY AND PROCEDURE MANUAL

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Policy 309 – Purchases

I. OVERVIEW

Certain fiscal procedures are required for sound fiscal management and quality internal control. The following procedures will be followed to ensure compliance with this intent in regard to purchases.

II. PROCEDURES

- A. Purchases may be initiated by any staff person completing a purchase requisition form (greenie).
- B. This form is approved by the individual's supervisor and transmitted to the Business Office.
- C. The Chief Executive Officer approves or disapproves the request after verifying the availability of funds and appropriateness of the requisition. The Chief Executive Officer will consult the Board of Directors regarding the purchase of any item in excess of \$10,000.
- D. The recipient will check the items delivered to ensure all items ordered have been received. They will forward the invoice/packing slip to the Accounts Payable Clerk who will enter into the accounting system for approval of payment.
- E. For the purchase of residential food items:
 - 1. Prior to the purchase, an inventory of food is made to determine available food items
 - 2. A shopping list is prepared based on the menu and available items.
 - 3. The shopping list is reviewed, approved, signed by the Group Home Coordinator or designee.
 - 4. The designated person is the one responsible for the purchases and for signing the receipts.

5. After returning to the licensed residential site, a comparison of what was purchased and the shopping list will be completed. Any discrepancies will be noted. A different staff person will be assigned this task each week. The person signing the receipt will not do the inventory.
6. The Group Home Coordinator will review the shopping list and monthly bills to determine if any discrepancies exist.
7. Unless prior approval is received from the Coordinator, non-food items are not to be purchased at the grocery store.
8. Non-food items, such as brooms, mops, kitchen ware, paper cups, paper towels, detergent, etc., must be requested using guidelines set in Item A above.