


CHAPTER Fiscal Management	CHAPTER 06	SECTION 002	SUBJECT 40
SECTION Accounting		DESCRIPTION Purchasing Procedure, Supply Requisition and Inventory Control	
WRITTEN BY Lauren J. Emmons, ACSW Director of Clinical Services	REVISED BY Mandi Brace Executive Secretary	AUTHORIZED BY  Lauren Emmons, ACSW CEO	

APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input type="checkbox"/> Board Members	<input checked="" type="checkbox"/> Provider Network	<input checked="" type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input checked="" type="checkbox"/> Independent Contractors	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Interns
<input checked="" type="checkbox"/> Volunteers	<input type="checkbox"/> Persons Served		

POLICY:

Lapeer County Community Mental Health (LCCMH) procures equipment and supplies in sufficient quantity at the best possible price.

STANDARDS:

Adequate supplies will be on hand to meet the needs of the staff.

PROCEDURES:

- A. Consumable Office Supplies: On or around the first and the fifteenth of each month, the supply clerk will determine what items are needed and will place an order with an office supply vendor.
- B. Requisitioning of Office Supplies: Staff obtain office supplies by submitting a written request to the Front Desk mailbox using Office Supply Requisition Form #219.

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1. Orders are filled daily and the items will be placed in the staff member's mailbox.
 2. If the requested item is not an item regularly carried in the supply room, the item will be ordered and provided to the staff person when it is received from the supplier. Most special requests are completed within two weeks.
- C. Purchasing Other Supplies and Equipment: When a staff member identifies a need for a particular piece of equipment, the staff completes Form #187, Equipment Supply Purchase Request, and gives it to the program supervisor to request approval. Once approved by the supervisor, the request is forwarded by the supervisor to the Chief Executive Officer (CEO) for approval. The supply clerk will assist with obtaining price quotes and the ordering the item.
1. If the identified need is for technology or computer related equipment, the request is taken to data staff for review and gathering quotes. The request and quotes are forwarded to the CEO for approval prior to purchasing.
 2. Purchases with a cost up to \$1,000 require LCCMH CEO approval. The CEO may request quotes from more than one source.
 3. Purchases of single items costing \$1,001.00 or more need approval of the CEO and are subject to the following County purchasing policies:
 - a. Purchases of \$1001.00 to \$2,000.00 require quotations (either in person, telephone, fax or written) from at least three prospective bidders.
 - b. Purchases of \$2,000.00 to \$15,000.00 require written quotations from at least three prospective bidders.
 - c. Purchases of \$15,000.00 to \$25,000.00 require informal (non-advertised) sealed bids.
 - d. Purchases of \$25,000.00 to \$50,000.00 require informal advertised sealed bids.

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- e. Purchases over \$50,000.00 require formal competitive sealed bids.
 - 4. Purchases of single items costing \$2,000.00 or more need approval of the LCCMH Board and Lapeer County Commissioners.
- D. Inspection of Delivered Goods: The staff member initiating the order examines the incoming shipment for possible loss, damage in transit, errors in shipment or unauthorized substitutions.
- 1. When the shipment has been found to be satisfactory, the packing slip is given to the supply clerk to be logged on the ordering spreadsheet.
 - 2. All technology related items are logged into the ordering spreadsheet and an inventory record, upon receipt of the invoice, the supply clerk or data staff will verify on the order spreadsheet items were received to assure payment is made only for the items actually received.
 - 3. All invoices are submitted to the accounts payable staff for processing.
- E. Inventory Tagging: The LCCMH supply clerk will notify Lapeer County Building and Grounds Department when a single supply item with a value of \$5,000.00 or more and a useful life of more than one year is received. The item is inventoried and tagged by the Lapeer County Building and Grounds Department in compliance with the Lapeer County Inventory Control Policy.

REFERENCES:

LCCMH Equipment Supply Purchase Request Form #187
LCCMH Form #219 Office Supply Requisition
Lapeer County Financial Goals, Policies and Practices - Purchasing Policies and Inventory Control Policies (revised April 22, 2021 – Motion # 142-21)

AB:mgr

This policy supersedes
#02/08006 dated 02/25/2008.
