
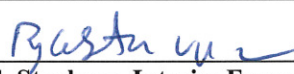




**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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Policy # 2028	Office Supplies
Origination Date: May 1997	
Revision Date: March 2004; April 14, 2006; June 15, 2011; July 2, 2012	
Reviewed Date: June 22, 2007; Nov 19 2009; July 21, 2013; October 10, 2014; October 17, 2016	
Approved:	
 Paul Ascari, Chief Financial Officer	 Bryan G. Stephens, Interim Executive Director

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board to provide office supplies for use by the staff. Supplies are to be purchased from a vendor on the approved vendor list.

PROCEDURE:

1. All supplies are approved by the Department Director and submitted on a purchase order request to the Accounting Office.
2. The purchase order request is then signed by the Chief Financial Officer and submitted to the purchasing agent for ordering. All purchases over \$500 must be approved by the Executive Director unless the item falls under a specific category that the Executive Director has already preapproved.
3. The agency's Purchasing Associate, in accordance with Purchasing Policy, orders all office supplies and forwards a copy of the purchase order to the program site.
4. Supplies are delivered to the program site. Staff at the site verify the receipt of supplies, sign the copy of the purchase order and return it the Accounting Office with the packing slip or proof of delivery from the vendor.