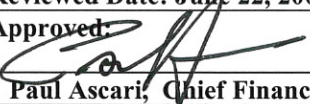
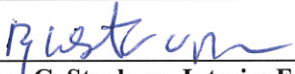




**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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Policy # 2041	Purchasing
Origination Date: May 1997	
Revision Date: March 2004; April 14, 2006; July 2, 2012; October 15, 2014; June 2, 2014, July 6, 2015	
Reviewed Date: June 22, 2007; Nov 19 2009; June 2011; July 21, 2013, 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 secure all services, materials, equipment, and supplies in a timely manner and at the most reasonable cost available to the agency for the quality specified.

PROCEDURE:

1. It is the practice of the agency to purchase all items (supplies or equipment) at the most economical price and quantity. However, price will not compromise the required specifications on a product. See policies on "Selection of Vendors" and "Competitive Bidding."
2. Purchase Order Request:
 - a. Program staff completes a Purchase Order (P.O.) Request Form for the items needed.
 - b. The site coordinator or program director signs the P.O. Request and forwards it to the Department Director for approval.
 - c. The P.O. Request is then sent to the Accounting office to be signed by the Chief Financial Officer and, for purchases of \$5000 or more, by the Executive Director unless the Executive Director has delegated authority.
 - d. The approved P.O. Request is submitted to Purchasing. No Purchase Order will be issued without a properly approved P.O. Request.
3. Purchase Order:
 - a. The Purchasing Associate assigns a Purchase Order number.
 - b. The Purchasing Associate verifies prices and item numbers and applies any relevant vendor discounts.
 - c. The original (white) is faxed to the vendor to place the order or the order is placed on-line. The original P.O. serves as verification of the order.
 - d. The site copy (yellow) is sent to the program site. It is to be signed and returned to the Purchasing Associate when goods are received.
 - e. The order is entered in the purchase order tracking software.
4. The purchasing associate matches invoices to purchase orders and forwards them to accounts payable.
5. Copies of the Purchase Order and the Purchase Order request are filed with the paid invoices in the accounts payable files.