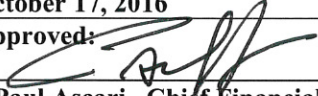
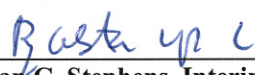




COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD

Page 1 of 1

Policy # 2047	Servicing of Equipment
Origination Date: May 1997	
Revision Date: March 2004; April 14, 2006; July 2, 2012	
Reviewed Date: February 2005; June 22, 2007; Nov 19 2009; June 2011; July 21, 2013; October 15, 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 ensure that the agency receives proper servicing of equipment for funds expended.

PROCEDURE:

1. All program sites are required to follow this policy to ensure equipment is properly repaired for consumer and staff protection.
2. Each program site is responsible for requisitions for service of equipment at that site.
3. The Accounting Office is responsible for the bidding and contracting for any equipment maintenance contracts. The Executive Director has the authority to sign all contracts. He may delegate that responsibility in selected instances.
4. The Department Director or the site coordinator is responsible for scheduling repairs and service for items not under a maintenance agreement.
5. A purchase requisition is to be submitted to the Accounting Office for approval of expenditures **prior** to scheduling service.
6. A copy of the service voucher will be submitted to the Accounting Office after service has been performed.