

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations
Subpart: J-Program Management and Quality Improvement
Section: 1302.101 Management System
Subject: Purchase Orders

Policy:

Purchase order procedures will be followed as per Tri-County Community Council, Inc.'s Financial Policies and Procedures. Purchase orders must be requested for all items or non-contracted services to be purchased totaling \$2,000.00 or more. Appropriate staff must approve purchase orders before purchases are made.

Procedure:

1. The Administrative Assistant or other authorized staff member will request purchase orders from the bookkeeping department. At that time, the bookkeeping department will issue purchase orders in sets of 25. A purchase order log sheet for each set of 25 purchase orders issued will be signed by staff receiving purchase orders, and a copy of the signed log sheet will be obtained for recording purposes.
2. The Administrative Assistant or designee authorized to complete purchase orders will be notified when a purchase is necessary that totals \$2,000.00 or more. At that time, the vendor's name, the site requesting the purchase order, the date, and the items and costs of items to be purchased will be entered on to a pre-numbered purchase order.
3. When item prices are not available, the Administrative Assistant or designee, together with the staff requesting the purchase order, will determine the maximum costs to be spent on the given purchase. This amount is then placed as an amount not to be exceeded on the purchase order. The purchase order use will then be recorded on the purchase order log sheet by notation of the date the purchase order was written, the vendor's name, and the amount of the purchase order.
4. The Administrative Assistant or designee will submit the completed purchase order for approval to the Head Start/Early Head Start Director. If the purchase order is \$2,000.00 or more, it will also be submitted to the Executive Director or designee for further approval. Once the purchase order is properly approved, the Administrative Assistant or designee will notify requesting staff of the approval and supply a purchase order number and/or white copy of the purchase order to be used when the purchase is made. The yellow copy of the purchase order will be forwarded to the bookkeeping department and the pink copy retained for reference.
5. Any unapproved purchase order written erroneously will be marked void, and the program will retain the pink copy. All other copies will be forwarded to the bookkeeping

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department. Approved purchase orders that will not be used will also be voided. The bookkeeping department will be notified of such voidance by photocopy of the voided purchase order or verbally.

6. A copy of the completed purchase order log sheet for each set of purchase orders will be kept with the Administrative Assistant and the original will be forwarded to the bookkeeping department when all purchase orders in that set have been used. Additional blank purchase orders in sets of 25 will be issued by the bookkeeping department as needed upon request.
7. The bookkeeping department will verify the status of purchase orders periodically.