



PROCEDURE

Title/Subject: Purchasing Procedure			
Policy # FIN - 112	Page 1 of 1	Adoption Date:	Revision Date 02/17/05
Approved By:		Title: President/Chief Executive Officer	
Approved By:		Title: Program Vice President/CQI Chairperson	
Distribution Date:			
Authority Reference:			

All purchases for use by the Florida Center for Child and Family Development and its employees must be submitted by Fax or inner office mail to the Facilities Management Department to the attention of the Purchasing Coordinator no later than the 10th and 25th of each month.

Program Vice Presidents may authorize designated staff to sign off on Purchase Orders by completing The Florida Center for Child and Family Development Purchase Order and Check Request Authorization Form. Only Purchase Orders signed off by these designated personnel will be processed. All other orders will be returned to originator for proper signature.

Orders completed properly and received on time will be processed and placed on the 15th and 30th of each month. Any order requested outside of these normal process dates must be approved by the Program's Vice President.

Each Program is responsible for ordering program supplies and materials for their area. Front desk personnel at each location will be responsible for ordering the supplies needed for the common areas, i.e., kitchens, bathrooms, lobbies.

The Purchasing Coordinator will send, via email, an order confirmation and expected date of arrival on all approved purchase orders. Purchase orders will be comparatively shopped, when necessary, with preference given to those vendors providing the most cost effective and best quality for the agency. Upon receipt of items, the purchasing agent will notify requestor and arrange for the delivery and signing of goods.

The Facilities Management Department will maintain an inventory of high use items in a secure location.

The Purchase Order attached to this procedure shall be considered the official request for purchase.