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INTRODUCTION

Like any other enterprise, we need the tools, supplies, and equipment necessary to pursue our mission. It is important that in the procurement of those items we make the most efficient use we can of our resources while maintaining sufficient quality. The purchasing procedures which follow are developed to achieve that goal.

THE PURCHASING OFFICE

The Purchasing Office of the Finance Department is charged with the responsibility of overseeing the procurement process and is located in the administrative wing of Annie’s Place. Major functions include the development of these procedures, investigation and negotiation with vendors, and implementation of a specification and bidding process for major purchases. In order to assure the effectiveness of that operation, it is required that all goods and services for Family Resources be obtained through this office or by use of procedures established by this office.

CLASSIFICATION OF PURCHASES

For the purpose of these procedures, the following classifications of purchases are adopted:

INVENTORY/SUPPLY ITEMS:

These are items that are routinely needed and used for the particular purposes of the individual program. Examples include cleaning supplies, maintenance supplies, food service needs, laundry supplies. Because of the diversity of these needs, the Purchasing Office works out individual stocking and restocking processes with the individual program or program grouping officials.



GENERIC OFFICE SUPPLIES:

Paper, file folders, pencils, paperclips, batteries, etc. The Purchasing Office maintains a supply of many of these items for checkout. Employees may pick up small supplies at the office on most business days prior to 3:00 P.M. It is important when picking up these items that the 'sign out' sheets be filled out and the items signed for. This is an 'honors' system, but abuse of the privilege will result in withdrawal of rights and eligibility for further sanction. Major purchases or program resupply must be accomplished through the Purchase Requisition System.

PACKAGE SHIPPING AND RECEIPT:

Shipping needs, other than ordinary mail, are to be met under the following procedures:

DELIVERY TO PURCHASING OFFICE

Any packages under 40 LBS must be hand delivered to the Purchasing Office for shipment.

MAINTENANCE PICKUP

Any package 40 LBS and over, must be picked up and delivered to the Purchasing Office by Maintenance as they have time (Minimum 2 hour notice).

SHIPPING INSTRUCTIONS

All shipments must have a label with destination, address, city, state and zip code.

SPECIFY IN WRITING how you want the package(s) to be shipped. **WE WANT TO SHIP UPS GROUND TO SAVE MONEY** on shipments.

ONLY IN SPECIAL CASES should we ship **NEXT DAY AIR**. (Adoptions, Grants, Etc.)

The Purchasing Office will complete **UPS SHIPPING** documents and schedule a pick up.

PREPAID SHIPPING DOCUMENTS

Any shipments that are being **PAID FOR** by an Outside Source, **MUST HAVE THAT SOURCE'S PREPAID LABEL** on the box or package before it will be shipped. **THIS WILL PREVENT FAMILY RESOURCES** for **PAYING FOR ANOTHER COMPANIES SHIPMENT**.

MEETING YOUR SHIPPING NEEDS



All packages must be received by 11:30 am each day with complete information FOR SAME DAY PICKUP.

PURCHASE REQUISITION:

All procurements or resupply which is not handled in the procedures so far outlined need to be accomplished through the Purchase Requisition System which operates in this way:

Purchase Requisition Only:

For items with an established price or which are needed quickly within budget submit a purchase requisition according to the following directions:

Access the Purchase Requisition **Word** document available in the Purchase Requisition Folder on the server. Do not save a blank copy as the document may change from time to time. Complete it as follows:

- Open the document and fill in the appropriate spaces that pertain to your order. (*Note: It will open as 'read only' which means that after you fill it out, you will have to save it under a different name. See next bullet point.*)
- When you are finished, **go to save as:** and save it by Program Name & Date. **Example:** ResTherapy040207JP or Adolfam040207MMS as a file **in your personal folder, not in the Purchase Requisition Folder.** This will be your record.
- **Then e-mail it to the Purchasing Office (tpoe@famres.org) as an attachment from any PC where you are logged in under your personal name.** (This is required to know whom it came from and who to respond to).
- The Purchasing Office will respond back to you after it receives a delivery confirmation back from the supplier/vendor on your order.

Request for Quote:

Major purchases without an established price and therefore not amenable to the requisition procedure are to be pursued through a Request for Quote (RFQ). The Request for Quote Form is found in the same location as the Purchase Requisition form. The procedure from that point is the same. The Purchasing Office will advise when a price is established, but will not go forward with purchase until appropriate authorization is obtained.

Authorization Required:



No purchase may proceed without supervisory approval. Purchases to \$300.00 may proceed with approval of a program supervisor. Purchases over \$300.00 require approval of Senior Management (Director, VP, CEO). Major purchases require approval of a corporate officer (VP, CEO).

AUTOMOBILE RENTAL

For most one day round trips of 170 or more total miles it is more economical for the agency to supply a rental car than to reimburse mileage for use of a personal vehicle. In order to assure an efficient use of resources please evaluate the options before making a choice. If the best option is rental, please use the following process: For Quad Cities programs, the rental vehicle is to be reserved through the purchasing office by following these steps:

- ✓ Reservation must be made 72 hours in advance of the time the car is needed.
- ✓ Access the Rental Car Request Form from the same location as the Purchase Requisition.
- ✓ Fill out the form as directed, being sure to identify the Enterprise Rental location you wish to use to pick up your car.
- ✓ Save the completed form to your computer in the same manner as a purchase requisition and e mail it as an attachment to the purchasing office (tpoe@famres.org).
- ✓ At the appointed time, pick up your rental at the identified location. All locations have space for you to park your personal vehicle while the rental is in use. Be sure to decline additional insurance if asked as Family Resources provides that coverage.
- ✓ Return the rental when you are through with it to the pick up location with a full tank of gas. Submit your claim for gasoline purchased with your receipt as you would any other reimbursed expense.

Employees in the Muscatine programs requiring a rental are to use the special procedures established for them.