

POLICY AND PROCEDURES

NUMBER: 205

SUBJECT: Inter-department Purchasing
Policy

ACA STANDARDS: 4-ALDF-4A-05; 7D-11, 15

ACTING DIRECTOR: *Julia Childrey*

EFFECTIVE DATE: 10/01 REVISION DATE: 8/11, 11/13,
2/18



I. POLICY

The St. Louis County Department of Justice Services will ensure all purchases are made within the established purchasing guidelines of the St. Louis County Government.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services staff are responsible for the following procedures.

III. PROCEDURES

A. Office Supplies on Contract

- [1. An Officer Specialist will be designated by the Supervisor of each area to order office supplies from the *Administration Office Manager*.]
- [2. The *Office Manager* will order from the current County office supply contract list.]
- [3. A list of the current County contracts may be obtained from the *Accountant III-Administration*. If a copy of an actual contract is needed contact the *Accountant III-Administration*.]
- [4. It is the *Office Manager's* responsibility to verify if the items are on contract before placing the order.]

5. The Supervisor of the area will approve all items ordered by each unit.
- [6. It is the *Office Manager's* responsibility to verify that the invoice is being billed to the Account of Justice Services and that the "Ship To" address is their own business address.]
- [7. The *Office Manager* placing the order will use his/her name as the purchase order number, so the invoice can be identified as his/her order.]
- [8. Upon verifying the items are on contract, the "Ship To" and the "Bill To" addresses are correct, the *Office Manager* will fax or call in the order directly to the contracted company.]
9. Upon receiving the merchandise, the packing slip will be checked against the merchandise to ensure all the merchandise that was invoiced was also received.
- [10. The Accountant *III* will receive the invoice and notify the *Office Manager*, who will sign the invoice approving it for payment. This approval verifies that all merchandise was received and was invoiced at the correct contracted price. Any invoice adjustments that are needed in order to correct the invoice are to be obtained by the *Office Manager*.]

B. Warehouse Purchases

1. The Warehouse Supervisor/designee will order from the current office supply contract list.
- [2. A list of the current County contracts may be obtained from *the Accountant III- Accounts Payable*. If a copy of an actual contract is needed, contract the *Accountant III- Administration*.]
3. It is the Warehouse Supervisor/designee responsibility to verify if the janitor and house supplies are on contract before placing the order.
4. Upon verifying the items are on contract, the Warehouse Supervisor/designee will fax or call in the order directly to the contracted company.

C. Miscellaneous Purchases Non Contracted Supplies or Repairs

1. The Supervisor of the area (e.g., Unit Managers, Program Manager, Superintendent of Security, etc.) will approve all purchases for materials, services, parts and repairs that are miscellaneous in nature.
2. The Supervisor/designee will notify the Accounting Manager to verify that funds are available.
3. If a material or service are not on contract there is a limit of \$500.00 for such purchases without prior approval of the Procurement Department.
4. There is a limit of \$1500.00 for repair services and \$2500.00 for repair parts.
5. The Supervisor/designee will obtain three (3) quotes for materials, services, parts and repairs before making the purchase of the lowest quote.
6. Purchases above these limits will be submitted on a Purchase Order to the *Office Accounting Manager*.

D. Purchase Orders

- [1. The specifications for a purchase order will be given to the *Accountant III in the Administrative section.*]
- [2. The *Accountant III* will enter the requisition into the MUNIS system.
3. Purchase Orders will generally be sent out to bid by the Division or Procurement and it usually takes approximately three (3) weeks before a vendor is determined.
- [4. The status of the purchase order may be checked through the *Accountant III- Administration.*]

E. Invoices - Excluding Office Supplies

1. The invoice will be sent directly to the Supervisor/designee placing the order.

2. Upon receiving the invoice it will be checked by the Supervisor/designee to verify that each item is priced according to the contract or phone bid price and all items invoiced have been received.
3. If there an error in the invoice the Supervisor/designee who placed the order is responsible for having the error corrected before forwarding the invoice for payment.
4. Only when an invoice is correct and all items have been received and the invoice is billed correctly is the invoice to be signed by the Supervisor/designee.
5. The contract number or purchase order number will be placed on the front of the invoice next to the signature verifying the invoice is approved for payment.
- [6. The signed invoice will then be forwarded to the *Accountant III*-Accounts payable.]

G. Statements

1. Statements that are received will be examined by the recipient.
- [2. Statements with past due balances will be forwarded immediately to the *Accountant III*- Accounts Payable for reconciliation.]

[H. Verifying Order Received is as Order on Purchase Order

1. *It is the responsibility of the Warehouse Supervisor and/or the receiver of the item to ensure the correct item and quantity that was ordered is what is received. If found to be incorrect, the order will not be accepted.]*