

SUBJECT: Purchase of Office Supplies	Effective Date: March 2011	Policy Number: 04-6-004
	Supersedes:	Page 1 Of 2
	Responsible Authority: Purchasing	

I. Purpose and statement of operational policy underlying the procedure.

To establish a policy governing the purchase of office supplies

II. Applicability/Scope

This policy applies to all office supply purchases.

III. Process for Implementing Procedure

The requestor must make every effort to purchase office supplies from the list of vendors available in the Accounts Payable Department. If a new vendor is used for purchases, it is the responsibility of the requestor to obtain a completed, signed W9 from the vendor.

Responsibility	Action	Timeline
Vice President/CFO	Approve supply order	1 to 2 business days
Manager of Purchasing	Produce a purchase order to fax, email or send by other means to the vendor	2 to 3 business days
Manager of Purchasing	Fax purchase order to mailroom to notify requestor when the order is received	1 day
Manager of Purchasing	File purchase order and supporting documents alphabetically until invoices are received	1 day
Manager of Purchasing	Send original purchase order, requisition and invoice to accounts payable	1 day
Manager of Purchasing	Copy purchase order and invoices for Purchasing file	1 day

IV. Related policies/References for more information

W9 form attached

Authorizing Official: <u>Jim Suggs</u>	Authorization Date: <u>10/6/11</u>
Title: <u>Vice President/Chief Financial Officer</u>	