

<b>CHAPTER</b> Fiscal Management	<b>CHAPTER</b> 06	<b>SECTION</b> 002	<b>SUBJECT</b> 40
<b>SECTION</b> Accounting		<b>DESCRIPTION</b> Purchasing Procedure, Supply Requisition and Inventory Control	
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**APPLICATION:**

<input checked="" type="checkbox"/> CMH Staff	<input type="checkbox"/> Board Members	<input checked="" type="checkbox"/> Provider Network	<input checked="" type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input checked="" type="checkbox"/> Independent Contractors	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Interns
<input checked="" type="checkbox"/> Volunteers	<input type="checkbox"/> Persons Served		

**POLICY:**

Lapeer County Community Mental Health (LCCMH) procures equipment and supplies in sufficient quantity at the best possible price.

**STANDARD:**

- A. Adequate supplies are available to meet the needs of the staff.

**PROCEDURES:**

- A. Consumable Office Supplies

1. On or around the first and the fifteenth of each month, the Contract/Facility Manager determines what items are needed and places an order with an office supply vendor.

- B. Requisitioning of Office Supplies

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1. Staff obtain office supplies by submitting a written request to the Front Desk mailbox using LCCMH Form #219 Office Supply Requisition.
2. Office Supply Requisition requests are filled daily and the items are placed in the staff member's mailbox. Individuals are emailed about items too large to fit in their mailbox.
3. If the requested item is not an item regularly carried in the supply room, the item is sent to the Contract/Facility Manager to order. The items are ordered and provided to the staff person when received from the supplier.

#### C. Purchasing Other Supplies and Equipment

1. When a staff identifies a need for a particular piece of equipment, the staff completes LCCMH Form #187 Equipment Supply Purchase Request and gives it to the program supervisor to request approval. Once approved by the supervisor, the request is forwarded by the supervisor to the Chief Executive Officer (CEO) for approval. The supply clerk assists with obtaining price quotes and ordering the item.
2. Staff are required to complete the Smartsheet's Order Supply form at <https://app.smartsheet.com/b/form/9dc207f978764f5ca462ea30a9c45674> and upload the signed Supply Purchase Request Form #187. Once completed, Contract Manager or designated supply clerk will order the item on the next order date.
3. If the identified need is for technology or computer related equipment, the request is taken to Data/IT staff for review and gathering quotes. The request and quotes are forwarded to the CEO for approval prior to purchasing.
4. Purchases with a cost up to \$1,000 require LCCMH CEO approval. The CEO may request quotes from more than one source.
5. Purchases of single items costing \$1,001.00 or more need approval of the CEO and are subject to the following County purchasing policies:
  - a. Purchases of \$1001.00 to \$2,000.00 require quotations (either in person, telephone, fax, or written) from at least three prospective

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bidders. Purchases of single items costing \$1,001.00-\$5,000.00 need approval of the County Controller.

- b. Purchases of \$2,000.00 to \$15,000.00 require written quotations from at least three prospective bidders.
  - c. Purchases of \$15,000.00 to \$25,000.00 require informal (non-advertised) sealed bids.
  - d. Purchases of \$25,000.00 to \$50,000.00 require informal advertised sealed bids.
  - e. Purchases over \$50,000.00 require formal competitive sealed bids.
6. Purchases of single items costing \$5,000.00 or more need approval of the LCCMH Board and Lapeer County Commissioners.

#### D. Inspection of Delivered Goods

- 1. The staff member unpacking the order examines the incoming shipment for possible loss, damage in transit, errors in shipment, or unauthorized substitutions.
- 2. When the shipment has been found to be satisfactory, front desk support staff log the supplies received on the ordering spreadsheet.
- 3. When a furniture shipment has been ordered and arrives, front desk support will contact Contract Manager of delivery to ensure furniture is tracked and stored in a secure place.
- 4. All technology related items are logged into the ordering spreadsheet and an inventory record, upon receipt of the invoice, the supply clerk or data staff verifies on the order spreadsheet items were received to assure payment is made only for the items actually received.
- 5. All invoices are submitted to the accounts payable staff for processing.

#### E. Inventory Tagging

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1. The LCCMH Contract/Facility Manager notifies Lapeer County Building and Grounds Department when a single supply item with a value of \$5,000.00 or more and a useful life of more than one year is received. The item is inventoried and tagged by the Lapeer County Building and Grounds Department in compliance with the Lapeer County Inventory Control Policy.

#### **REFERENCES:**

LCCMH Equipment Supply Purchase Request Form #187  
LCCMH Form #219 Office Supply Requisition  
Lapeer County Financial Goals, Policies and Practices - Purchasing Policies and Inventory Control Policies (revised April 22, 2021 – Motion # 142-21)

TS:lr

**Supersedes:** #02/08006 dated 02/25/2008