

**Area:** Fiscal Systems

**Subject:** FS12 – Ordering of Materials

**Policy:** Child/Family Services, working in conjunction with the Shipping/Receiving and Purchasing departments, will ensure that the ordering of materials (not general office supplies...see FS23 & FS24 for that), equipment, classroom equipment and construction material is performed in the most time efficient and space conscientious manner.

**Procedure:**

1. Personnel authorized to order materials will complete the Purchase Requisition Form using the instructions provided on the form as well as the CFS procedures for completion of the form and ensure all pertinent information is provided, especially a point of contact and delivery location for the shipment.
  - a. For large orders, a Maintenance Work Order will also be completed and submitted to Maintenance to ensure that delivery of the order to the specified location can be facilitated and coordinated by Shipping/Receiving and Maintenance
2. The Purchase Requisition Form will then be given to Purchasing for processing, assignment of a purchase order number and ordering. Purchasing will serve as fiscal and informational check and balance to each requisition processed.
  - a. Incomplete requisitions or requisitions that are unable to be processed will be returned to the Data Director for correction
  - b. Data Director will ensure the correction is made and resubmit the requisition for processing
3. All orders for SCOE are delivered to Shipping/Receiving. Their job is to track placed orders, receive the materials, account for the shipment and ensure delivery of the goods to the requestor. Personnel ordering materials should be reminded that Shipping & Receiving does not have warehouse or storage space
  - a. Shipping/Receiving will track all orders placed. Those identified as not having been received after 45 days will be discussed by Shipping/Receiving with the point of contact listed. The point of contact will investigate the issue and follow-up with Shipping/Receiving to discuss the findings and the next feasible steps to take

- b. Shipping/Receiving will verify that the entire order was received and account for any deficiencies. Deficiencies will be discussed with the point of contact in the same manner as described above (item 3c)
- c. Each separate item of an order will have a label affix to it that displays the appropriate purchase order number
- d. Shipping/Receiving will schedule delivery or pick of the item with the point of contact

**Supervised by:** Data Director

**Performed by:** Project Accounting Supervisors

**Forms needed:** Purchase Requisition, Maintenance Work Order

**Frequency:** As Needed