

Policy & Procedure Manual

BULK PURCHASING – STORES ISSUES - FD-VIII-9

POLICY

OPTIONS NORTHWEST maintains an agreement with St. Joseph's Care Group to provide nourishments and supplies at an optimal cost.

Goods will be ordered on a Stores Requisition (provided by St. Joseph's) on a weekly basis or as needed.

PURPOSE

This process is required to ensure that the necessary supplies to operate are available in each location and proper authorization has been given.

PROCEDURE

1. The assigned shift will review supplies on hand, complete a Stores Requisition Form and have it approved by the location supervisor. Any items not listed can be added by writing in the applicable catalogue number from the Stores Catalogue.
2. Once approved, the form will be faxed to St. Joseph's Stores department based on a St. Joseph's predetermined schedule.
3. Upon receipt of the goods, the order is verified to the original requisition and signed as received.
4. The signed requisition will be retained in each location's budget record and reviewed by the location supervisor.
5. On a monthly basis, Finance will receive an invoice and a Stores Issues Report from St. Joseph's Care Group and the expenditures will be charged to each location's account codes based on the item category in relation to the account codes.

RECOMMENDED BY: Director, Finance and Administration

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources, Community Services Administration, Community Services (all)

ORIGINAL POLICY DATE: November 1997

AUTHORIZED BY: Executive Director

SIGNATURE:

