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### **Administrative Procedure # A - R - 3**

**Subject:** Purchasing Items for Retail Stores

**Effective Date:** July 1, 2014

**Revision Date:** November 3, 2014

**Procedure Statement:**

Policy and Procedures for purchasing retail merchandise.

**Definitions:**

Retail merchandise: Any item that is purchased with the purpose of reselling the item to the public. This includes all items purchased for resale in a site's retail store, food items such as candy bars, chips and drinks that are resold to the public, and food items that are purchased for resale at grills or restaurants in facilities with these amenities.

**Procedure:**

There are several ways to purchase retail merchandise.

Purchase Card Purchases: Retail merchandise can be purchased with the State of Georgia Purchasing Card. All P-Card rules and limits must be followed. NO ALCOHOL PURCHASES MAY BE MADE WITH THE STATE OF GEORGIA PURCHASING CARD. All retail items are charged to account code 610XXX. See budget codes on the DNR intranet> Administrative Services >Budget>Class, Account, Sub-account list to determine the last three digits of the account code.

Voucher or Check Purchases: Retail Merchandise can be purchased and then paid for by submitting an invoice with a voucher to accounts payable or by a issuing a check from the park's operating bank account. Sites should only write a check if the vendor does not accept credit cards or charges a service charge for credit cards. Writing a check should be the last choice. All retail items are charged to account code 610XXX. See budget codes on the DNR intranet> Administrative Services >Budget>Class, Account, Sub-account list to determine the last three digits of the account code.

Below is the procedure to follow:

1. Purchase new items for the retail store at your location or to replenish current stock on the sales floor, you must follow guideline set forth in the Operating Procedures Manual (Red Book).
2. Create a Purchase Order and receive the merchandise in the Active System, and attach a copy of both to the invoice. You must make sure the merchandise is correct and that the cost matches your

purchase order. If there are any discrepancies you must rectify with the vendor within the first 24 hours of receiving the shipment. If something is broken or is the wrong item, you must ask the vendor for a RTV (Return To Vendor) number. Make a note of it on your paperwork. The vendor must pay for the return shipping of an item or items. Many vendors will send a UPS Call Tag. If you receive a UPS Call Tag, you must have the package ready the next day for pickup by UPS.

3. Pay the invoice by purchase card or voucher. Be sure to take advantage of any discounts offered for prompt payment. Receipt / invoice should clearly state items are for resale.

**Authority:** (if applicable)

Not applicable

**Attachments:**