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Category: Administration and Governance	Reviewed Date(s):

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PURPOSE:

Outlines an efficient, organized system and procedures for acquiring goods and services, including:

- Defining controls and communication pathways for improving spending practices.
- Defining practices that will ensure that items being requisitioned have been ordered and received.
- Clarification of systems and procedures regarding how to order supplies.

POLICY:

All goods and services must have proper pre-approval prior to their acquisition. See Open Door Community Health Centers (ODCHC) policy and procedure Approval Authorities. The Purchasing Manager will coordinate all vendor agreements, except staffing, and set the ordering cycle.

When an ODCHC staff member identifies the need for a supply, equipment, or service they are required to follow the Standard Operating Procedure SOP_Purchasing and Receiving.

Conflict of Interest: ODCHC employees must avoid any conflicts between their own interests and the interests of the Organization. In particular, employees must not accept or solicit gifts and remuneration in return for purchasing, leasing, ordering, contracting, recommending the purchase or use of, ordering or leasing of any good, facility, service or supply. Employees are not to negotiate business contracts for personal gain or give preferential treatment to business where friends and/or relatives are employed. Doing so can lead to disciplinary actions up to and including termination.

REFERENCES:

None

ASSOCIATED DOCUMENTS:

OPS.071 Purchasing and Receiving (retired)

SOP_Purchasing and Receiving

KEYWORD TAGS:

Purchase, supply, supplies