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| GENERAL PURCHASING POLICY | | | | NO. 332 | |
| POLICY:  The Administrative Department has the authority and responsibility for the purchase of equipment, office, general supplies and the repair of such items with prior approval of the Administrator.  PROCEDURE:  1. Requests through vendors for price quotes and general purchases must be made by the Administrative Department.  2. Salesmen should be received in other departments with the approval of the Administrative Department.  3. If a department should find it necessary to interview salesmen regarding special details of their products, arrangements for such visits must be made through the Administrative Department.  4. Correspondence with suppliers should be through the Administrative Department, except in special cases where the technical details involved make it advisable to delegate authority to others. In such cases, the Administrative Department should receive copies of correspondence.  5. The Administrative Department should conduct adjustment negotiations.  6. The Administrative Department has authority to question the quality and kind of material asked for, in order that the best interests of the facility may be served.  7. It is within the province of the Administrator or their designee to delegate to representatives of the different departments authority to select material, but the actual purchasing must be done on the facility's approved purchase order through the Administrative Department.  8. Contracts must be signed by the Administrator. | | | | | |
| Approved: | Effective Date: | Revision Date:  3/17 | Change No.: | | Page:    1 of 1 |