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| PURCHASING GUIDELINES | | | | NO. 340 | |
| POLICY: It is the policy of Winning Wheels, Inc. to have procedures for procurement of supplies, equipment and services.  PROCEDURE:  1. The management and authorization to enter into financial agreement which obligates the facility to pay for equipment, supplies, or services is the responsibility of the Administrator.  2. Requests for supplies, equipment or services should be made by the Department Head to the Administration. The Administrator or their designee shall serve to coordinate the needs of the departments and aid in identification of resources.  3. This organization adheres to the "prudent buyer" concept, in which decisions to purchase items will be made with consideration of quality and kind of material, at reasonable prices, in order that the best interest of Winning Wheels is served.  4. Prior to purchasing equipment, supplies, or services of significant value, two or three vendors/representatives will be contacted for comparable bids (prices) on items to be ordered. Recommendations and decisions to purchase will be made from such comparisons.  5. Purchases will not be made by persons or departments with the exception that they will be reimbursed.  6. Charge accounts or standing purchase orders may be established with certain firms with which the facility does business. The existence of such agreements does not authorize persons to use these documents unless specifically authorized to do so by the Administrator. | | | | | |
| Approved: | Effective Date: | Revision Date:  3/17 | Change No.: | | Page:    1 of 1 |