

11.11 Purchase Orders

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to ensure proper, accurate record keeping for all purchases

Procedure:

A purchase order should be prepared for, but not limited to, training, supplies, equipment, awards, vehicles, and repairs prior to purchase or repair.

The following guidelines have been set to ensure proper preparation of purchase orders:

1. A purchase requisition must be completed and include the name of the company purchased from, item number, description, price, charge-to account and date of request.
2. The purchase requisition will be approved by that department's administrator or director and also by the CEO/President. The Board of Trustees will review any order over \$10,000.00.
3. The Purchase Requisition will be delivered or e-mailed to a financial specialist who will prepare the purchase order and order the supplies as appropriate.
4. Purchase orders will be prepared and orders will be processed within 24 hours. Copies will be distributed to the requisitioner.
5. The receiver will sign for any deliveries received at the contract site and the invoice/packing slip will be returned to the Financial Department bearing the date received and the signature of the receiver.

Supplies are to be ordered in advance to avoid downtime.