

## WHAT DOES THIS MEAN

### IMPORTANT

The attached Executive Directive from Roy Kindle, DCFS Director authorizes the attached revised procedures for DCFS utilization of purchase orders. These revised procedures are effective immediately. **All DCFS Staff persons utilizing purchase orders for purchases are expected to read and comply with the attached procedures.**

This is **ONLY** a general overview of the changes to the way you are doing business now. Area Managers, Financial Coordinators, County Supervisors, Family Service Workers, ILP Program Manager and Coordinators are expected to read and implement these revised DCFS procedures for purchases. Everyone will be expected to be familiar with the process and make sure they are complying with instructions.

This means you no longer have to itemize a purchase order when you initiate them for initial, supplemental clothing or other items you are purchasing. Purchase Orders will be done as “lump sum” or 1 each Purchase Orders. The appropriate signatures will be obtained on the “Request for Purchase” (1914) **prior to requesting a purchase order. This applies to all vendors and not just the Wal-Mart Credit Card purchases.**

The DCFS Family Service Worker, Central Office Unit Member or ILP Field Coordinator is required to complete and submit to the County Supervisor, Section Supervisor, ILP Program Coordinator or appropriate supervisor for approval:

A 1914 (Request for Purchase Order) listing the items to be purchased. The 1914 must include:

- 1) The type of purchase to be made (Initial clothing Order, Supplemental Clothing Order, start up items, etc.) The 1914 **does not** have to include individual prices for each item you list but must be limited to appropriate purchases for the type of purchase being initiated.
- 2) The total dollar amount of the items to be purchased.
- 3) Follow all additional requirements set forth in these procedures for purchases.

The DCFS County Supervisor, Central Office Unit Manager or ILP Program Coordinator is required to:

- 1) Review the items listed on the 1914 to ensure the purchases are appropriate for the type of purchase. Ensure the total purchase price of the purchase order is within the established guidelines for the type of purchase. Sign the 1914 authorizes the purchase.
- 2) Review supplemental clothing order requests and submit to the appropriate area manager after signing to authorize the purchase.
- 3) Follow all additional requirements set forth in these procedures for purchases.

The DCFS Area Manager is required to:

- 1) Review all requests for their area for supplemental clothing orders and sign the 1914 along with the county supervisor authorizing the purchase.
- 2) Ensure that all staff under their supervision are provided with these procedures and necessary training for implementing them.
- 3) Follow all additional requirements set forth in these procedures for purchases.

The DCFS Financial Coordinator is required to:

- 1) Review, reconcile statements and other pertinent information prior to submitting to the Financial Support Unit for processing.
- 2) Notify the appropriate area manager or supervisor, with a cc: to the Financial Support Unit Manager, immediately of problems with account or with obtaining the documents necessary to process billing.
- 3) Provide technical assistance and training to staff in their area for implementing the revised procedures.
- 4) Follow all additional requirements set forth in these procedures for purchases.

Other Appropriate Supervisory Personnel are required to:

Review and approve each 1914 request prior to submission of the to be keyed.