



# Arkansas Department of Human Services

## Division of Children and Family Services

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### EXECUTIVE DIRECTIVE

**TO:** ALL DCFS EMPLOYEES

**FROM:** RK Roy Kindle, Director, Division of Children and Family Services

**DATE:** September 5, 2002

**SUBJ:** Revision of DCFS Procedures on the Utilization of Credit Cards and Purchase Orders for Purchases

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DHS Policy 1097.0.0 (Utilization of Credit Cards for Small Order Purchases) authorizes DCFS to utilize credit cards for small order State Business purchases. In addition, DHS Policy 1097.1.1 requires each Division to develop internal procedures for operating and monitoring control of credit cards issued to employees.

DHS Policy 1045 (Procurement/Purchasing Policy) ensures compliance with Ark. Code Ann. Sec. 25-10-101 that requires the DHS Director to develop purchasing policies and procedures to assure uniform purchasing practices within the department and compliance with Arkansas State Purchasing Law and Arkansas State Building Services Act. This policy applies to all divisions, offices, institutions and field activity/functions. No activity/function is excluded.

Attached are the revised procedures developed by DCFS for operating and monitoring credit card usage and all other purchases made utilizing Purchase Orders. Staff is to begin utilizing these procedures immediately upon receipt.

DCFS Area Managers are responsible for obtaining and forwarding to Mary Baker at Mail Slot S561 the signature sheets for each staff person under their supervision when they receive these revised procedures.

All questions and concerns should be directed to the DCFS Financial Coordinator for your area for routing to Mary Baker, Albert Marljar or George Babbitt in the DCFS Office of Finance and Administrative Support Section. Mary can be contacted by email or at (501) 682- 8846.

Your immediate attention to this matter is requested.

RK:MB