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| <b>2457 PROCUREMENT (MAINTENANCE)</b>   |  |
| Chapter: <b>Sununu Youth Services Center</b>  | Section: <b>Fiscal Management</b>  |
|    | New Hampshire Division for Children, Youth and Families Policy Manual<br>Policy Directive: _____ Approved: _____<br>Effective Date: <b>October 1, 2009</b><br>Scheduled Review Date: _____ |
|   | William W. Fenniman, DJJS Director   |
| Related Statute(s): <b><a href="#">RSA 621</a>, and <a href="#">RSA 621-A</a></b><br>Related Admin Rule(s): _____<br>Related Federal Regulation(s): _____<br>ACA Standards: <b>3-JCF-1B-03, 11,13, and 14;</b><br><b>and 3-JDF-1B-03, 12,14, and 15</b> | Related Form(s): <b>P-1</b><br>Bridges' Screen(s) and Attachment(s): _____   |

All materials needed for the proper functioning of the YDC campus shall be requested through the Maintenance and Facilities Department. In order to ensure the YDC campus the Maintenance and Facilities Department shall make requests based on remains accessible, safe and secure, and the environment within the SYSC building is sanitary and comfortable (temperature, noise, light, etc.) for all residents, visitors, and staff.

### **Purpose**

The purpose of this policy is to establish the procurement procedure for Maintenance and Facilities.

### **Procedure**

- I. The Maintenance and Facilities Department of the SYSC shall follow the procedures below for procuring necessary items.
  - A. Procedures for Ordering: The following procedure for ordering material shall be followed:
    1. When an ordering need arises in the Maintenance Department (Maintenance), Maintenance staff shall first consult the list of open contract distributors. If the required item is available from an existing distributor, Maintenance shall follow Ordering Procedure B.
    2. If the required item is not available from a contracted distributor, Maintenance shall determine whether or not the need is urgent enough to bypass the normal Warehouse ordering procedure. If the need is immediate, Maintenance shall follow Ordering Procedure c.
    3. If there is neither an existing contract for the desired item nor an immediate need for the item, Maintenance shall follow the regular standards for ordering.
  - B. Ordering through an Existing Contract: Routine ordering of materials shall be done as follows:
    1. When an ordering need arises that can be filled through an existing contract, Maintenance shall purchase the required item from the contracted business.
    2. Maintenance shall obtain original receipts for the item at the time of purchase.

3. Maintenance shall submit the original receipts and a completed P-1 form for the purchased item to the Agency Steward within 48 hours of the purchase.
- C. Time-Sensitive Orders Where No Contract Exists: Due to the 24 hours, 7 day per week need to keep the campus accessible, safe and secure, and the environment within the SYSC building is sanitary and comfortable (temperature, noise, light, etc.) for all residents, visitors, and staff the following procedure shall be followed on time-sensitive orders:
1. If a critical need arises for an item that cannot be obtained through an existing contract, Maintenance shall contact the Agency Steward, who will provide Maintenance with the appropriate order number taken from the relevant form.
  2. Maintenance shall use this order number to purchase the required item.
  3. Maintenance shall obtain original receipts for the item at the time of purchase.
  4. Maintenance shall submit immediately original receipts for the purchased item to the Agency Steward, and no later than 24 hours.
  5. The Agency Steward shall fill out the appropriate paperwork retroactively.