


2450 PROCUREMENT (NON-MAINTENANCE)	
Chapter: Sununu Youth Services Center	Section: Fiscal Management
	New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: _____ Approved: _____ Effective Date: November 1, 2009 Scheduled Review Date: November 1, 2010 <small>William W. Fenniman, DJJS Director</small>
	Related Statute(s): RSA 621, and RSA 621-A Related Admin Rule(s): _____ Related Federal Regulation(s): _____

The Division follows the Department of Administrative Services and our Department of Health and Human Service's procurement policies and procedures. All items needed for the proper functioning of the various residential units, buildings, departments, and offices of the John H. Sununu Youth Services Center (SYSC) are available from or through the SYSC Warehouse. The following procedures exist for the procurement and delivery of such items.

Purpose

The purpose of this policy is to establish the procurement procedure for non-maintenance staff.

Policy

- I. Standards for Ordering: The standards for ordering are as follows:
 - A. Any staff member wishing to order an item from or through the SYSC Warehouse shall fill out a P-1 form, including all the required information, and obtain the signature of his/her supervisor.
 - B. P-1 forms are available in hard copy from the Agency Steward. All residential units, buildings, departments, and offices shall maintain an adequate supply of P-1 forms. Electronic copies can be found on the S: drive under "Forms."
 - C. The completed P-1 form shall then be deposited in the Agency Steward's mailbox.
 - D. Alternately, a P-1 form may be filled out electronically by a staff member and e-mailed to his/her supervisor for approval. The supervisor shall indicate his/her approval by noting it on the form itself or in the e-mail to which the form is attached before electronically forwarding the completed form to the Agency Steward.
 - E. Residential building orders shall be submitted to the Agency Steward (on a P-1 form) by the House Leader, or designee, on a weekly basis, no later than the end of the day Wednesday.
 - F. The Agency Steward shall notify staff of any scheduling changes that will affect Warehouse hours and the delivery schedule.

- II. System for Deliveries: The system for deliveries is as follows:
 - A. The Agency Steward shall be responsible for delivering all goods ordered from or through the Warehouse to the various units, buildings, departments, and offices in the SYSC facility,

and to the Administration Building. If necessary, the Agency Steward may seek assistance from Operations or other staff to complete deliveries. An exception is for Maintenance Department orders, which can be picked up by Maintenance staff.

- B. The Agency Steward shall establish a delivery schedule for all orders. The Agency Steward shall make deliveries twice per week, but there shall be only one delivery per week for each unit, building, department, and office. Staff shall keep in mind the designated delivery times and plan their orders accordingly.
- C. The Agency Steward shall inform staff of any changes to the weekly delivery schedule.
- D. The Agency Steward shall work to distribute orders in a timely manner.
- E. Management shall provide the Agency Steward a wheeled cart for use with deliveries.
- F. If an order requires expedited delivery, the requesting staff member shall call the Warehouse to determine whether the Agency Steward can deliver the item or the requesting staff member should pick it up.