

**Cottonwood, Inc.  
Policies and Procedures**

**SECTION:** Administrative

**POLICY NO:** 04-014

**SUBJECT:** Purchase Requisitions

**EFFECTIVE DATE:** January 1988

**Policy:**

All purchases of supplies, equipment or services (excluding fuel and residential food purchases) will require an authorized purchase requisition prior to the assignment of a purchase order (PO).

**Procedures:**

1. Staff requesting supplies, equipment or services will complete a "Purchase Requisition" form, and submit it to their Supervisor for approval. Evening and weekend requisitions must receive approval during the normal 8:00 - 5:00 working hours (exception for fuel).
2. The Supervisor will then review and submit the form to their Department Director. Before authorizing purchases, the Department Director should determine the following:
  - a. **Is it a reasonable and prudent expense?**
  - b. **Is it essential to Cottonwood, Inc. operations?**
  - c. **Has the item or items been budgeted for?**
3. Requests will then be submitted for administrative signature for final approval before being assigned a PO. In the absence of the Chief Financial Officer, a designee will be named.
4. The Office Manager will issue a PO, and, upon review/approval by the Accounting Clerk/Finance Manager, will assign the PO number to the approved purchase requisition. A copy of the PO will be returned to the staff person to use in completing the purchase (by mailbox or e-mail).
5. If the Service Director is not available then approval may be obtained from the Chief Financial Officer or, if routine, by the Administrator of Services. In all cases, the PO should be routed to the Service Director for follow-up review. This review may occur after payment as we may still be able to correct questionable transactions or statements.
6. When a PO number is not required, the purchase requisition should also be marked accordingly when seeking approval for a check issuance or an expense paid for by company credit card.