

VRIS UPDATE

PURCHASING BUSINESS RULES

Effective 9/1/08

Number 187

SUMMARY OF UPDATES

The Purchasing Business Rules have been update to reflect the following changes:

- All purchases now require a Reason for Purchase field to be completed;
- Identifies specific computer equipment that can now be ordered by the field offices, rather than the Data Center;
- Changes the requirement that all furniture be ordered by the State Office. Furniture can now be ordered by the field office.(Assistant Director approval is still required prior to purchase.)
- Adds a requirement that resume paper must be ordered by the State Office;
- Further defines where supplies should be purchased.

VRIS POSTING

The document has been posted on VRIS at: Operations, QUEST Financial, Purchasing, Purchasing Business Rules

TEAM COMMUNICATION

Office Directors should discuss the changes and other purchasing business rules with their accounting associates.

LEADERSHIP CONTACT

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