

**County of San Bernardino
Department of Behavioral Health**

Purchasing Procedure

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Allan Rawland, Director

Purpose To establish procedures for purchasing/ordering equipment, supplies, services, and furniture necessary for DBH employees to complete their job duties.

Obtaining authorization to purchase or approve purchases Below are the steps for obtaining authorization to purchase/order, or approve the purchase/order of equipment, supplies, services, and furniture:

1. Designate staff (at least 2 employees) to order equipment, services, and furniture necessary for employees to complete their job duties.
2. Designate supervisory staff (at least 2 employees) to approve the orders.
3. E-mail the following information to Property Management:
 - Employee's name and ID #, classification and location
 - Cost Center
 - [Authorization to Submit or Approve Orders](#)
4. Send an updated email any time a change is made.

Purchase request procedure To purchase/order all equipment, supplies, services and furniture, follow the procedure below: See the [Purchasing Procedure Flowchart](#). (For computer equipment, see Purchasing Procedure for Computer Equipment).

Role	Responsibility
Authorized Order Clerk	<ol style="list-style-type: none"> 1. Complete the Purchase Request email in its entirety to include: <ul style="list-style-type: none"> • Name of requestor • Program • Cost Center • Object Code • Items needed • Justification 2. Send the completed email with e-mail signature to the authorized Supervisor for approval.

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Authorized Supervisor	<ol style="list-style-type: none"> 1. The supervisor authorized to approve the purchase request e-mail will: <ul style="list-style-type: none"> • Make any necessary corrections • Type "Approved" • Type e-mail signature 2. Forward the purchase request email to Property Management, e-mail address: DBH-PropertyMgmt@dbh.sbcounty.gov and cc the Authorized Order Clerk.
Property Management	<ol style="list-style-type: none"> 1. Property Management will: <ul style="list-style-type: none"> • Obtain additional approvals if necessary (generally if the order total is over \$100, Program Manager approval is needed and generally if the order is over \$500, additional approval from Deputy Director is needed) • Decide where to purchase, following SBC Purchasing Guidelines • Obtain quotes when appropriate • Decide how to pay