

**Cuyahoga County  
Department of Health and Human Services  
Division of Children and Family Services  
Policy Statement**

**Policy Chapter:** Building Management  
**Policy Number:** 10.01.03  
**Policy Name:** Procedure to Process and Reconcile Office Supplies  
(Stockless) Orders

**Original Effective Date:** 03/07/2006  
**Revision Date(s):** 07/01/2013, 03/26/2007  
**Current Revision Date:** 11/01/2016  
**Approved By:** Thomas D. Pristow

**PURPOSE:** To provide access for Cuyahoga County Division of Children and Family Services (CCDCFS) employees to obtain office supplies (stockless) required in their daily tasks.

**SCOPE:** This policy applies to Unit Managers, as well as their designees, who have access to purchase and approve stockless orders.

**POLICY**

- A. Each unit is allocated a budget determined by the number of employees in the area.
  - 1. Unit managers are responsible for informing Business Service's Account Clerk of any staff increases/decreases.
  - 2. The units are assigned budget codes by Business Service's Account Clerk.
- B. All unit managers and/or designees access their account online.
  - 1. Login ID's and passwords are assigned and managed by the vendor.
- C. Small appliances, food and/or containers for food may not be purchased through the stockless system.
  - 1. Unacceptable items are deleted from the order by Business Service's Account Clerk, and the purchaser is notified by email.

**PROCEDURES**

- A. Unit managers and designees access their account online to place orders.
  - 1. The allocated amount should cover expenses for a 12-month period.
  - 2. Unit managers and designees process returns and exchanges.

3. Special projects and/or agency initiatives that require supplies are processed by Business Service's Account Clerk and funded with a special budget code.
- B. Business Service's Account Clerk sends a reconciliation of accounts monthly to all unit managers.
1. Unit managers and designees report discrepancies in their monthly reconciliation to Business Service's Account Clerk.
    - a. Business Service's Account Clerk, along with the unit manager or designee, works to resolve discrepancies by analyzing and comparing invoices and receipts.