

**Cuyahoga County Division of Children and Family Services
(CCDCFS)
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): 07/01/2016, 03/26/2007
Current Revision Date: 09/01/2016
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.