

PURCHASING PRACTICES

Maintaining an appropriate stock of necessary items is important to prevent trips to the store. Each trip to the store costs the property dollars in mileage and something more valuable (the employee's time). Please limit trips to the store to only one a week if at all possible.

All items over \$200 must be purchased using the Purchase Order System Policy. For all other items that acquired for office or maintenance use please follow the following purchasing practices policy:

1. Prepare a purchase list of items needed in the office or maintenance and order accordingly. Maintenance must keep a limited number of normal items in stock in the maintenance room.
2. Order necessary items by phone utilizing your approved suppliers.
3. Insure you make MINIMAL trips to the store.
4. Maintenance: PLAN your jobs! Determine what is needed for the job and upcoming jobs and order accordingly. For instance, when you do a walk through, determine the items that will be needed to make the unit rent ready and purchase them prior to the job.
5. It is understood that occasionally a trip to the store will need to be made for an unplanned work order. REMEMBER with a proper stock level and planning they should be rare.