

Policy and Procedure Manual Saginaw County Community Mental Health Authority		
Subject: Procurement	Chapter: 05 - Organizational Management	Subject No: 05.03.01
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	Supersedes:	Responsible Director: Chief of Network Business Operations
		Authored By: Chief of Network Business Operations Additional Reviewers: CEO, CFO, Finance Manager, Contracts Manager, Procurement Staff Accountant

Purpose:

This policy is intended to provide a clear and transparent description of the uniform steps involved in the procurement of goods and services for the provision of mental health supports and services for SCCMHA consumers and staff. This policy will define the process for buying, purchasing, renting, leasing or other acquisition of supplies and services, as well as describe departmental responsibilities and participation in the procurement cycle.

Policy:

It is the policy of SCCMHA that all services purchased on behalf of consumers and staff will be made in accordance with consistent policies and procedures, including fair and equitable public bid processes and contract procedures where applicable as well as all applicable procurement principles, standards, and guidelines.

Application:

All Departments and Staff

Standards:

Categories of Procurement:

This policy serves as the umbrella policy for all contracting and procurement functions at SCCMHA. To provide sufficient oversight to the various procurement functions, the following categories of procurement have been identified:

Category I - Purchase of Supports and Services from Network Services Provider System:

This category of purchase is covered by the operating policies and procedures developed by the Operations Department of SCCMHA.

Category II – Purchase of Capital Expenditures: Individual purchases when expenditure exceeds \$25,000.

This category of purchases requires a bid process by the Chief of Network Business Operations Department of SCCMHA. These purchases are classified in general as capital assets and are depreciated over the estimated life of the asset.

Exceptions:

1. The purchase of services valued less than \$25,000 may be approved by CFO or Chief of Network Business Operations when the provider of that service has already been selected to provide similar services within the previous 24 months via a documented bid or cost comparison process.
2. Sole Sources: Under certain circumstances, the agency may contract with vendors or providers through single-source procurement without executing a competitive bid process. These circumstances may include any one or more of the following:
 - a. The goods or services are available only from a single source.
 - b. There is an urgent or emergent need for the goods or service.
 - c. After solicitation through a few sources, there is a lack of qualified provider candidates.
 - d. The goods or services sought are unique or highly specialized.
 - e. The services sought are professional services of limited quantity or short duration.
 - f. The services are subsequently related to a project or service competitively bid which vendor has service knowledge and/or warranty coverage related to said purchase.
3. Goods or service contracts entered under, or based upon, the State of Michigan MI Deal Program, GPO Discounting or the US Federal Government's GSA program(s) whereby competitive municipal pricing has already occurred.
4. Computer Services: The purchase of computer services less than \$25,000 may be approved by the CFO, Chief of Network Business Operations, or CIO, when the provider of that service has already been selected to provide similar services within the previous 24 months via a documented bid or cost comparison process.

Category III – Purchase of Capital Expenditures: Individual purchases when expenditure is equal to or exceeds \$10,000 but is less than \$25,000

This category of purchases requires obtaining multiple quotes (usually three) from possible vendors for these items. Although this does not require a formal tender process, proper documentation, and adherence to all the principles of procurement herein apply.

These items are usually considered routine and are replenishing items classified in general ledger as capital assets and depreciated over the estimated life of the asset. Such items are usually defined as:

- Building Modifications
- IS Equipment
- Building Upgrades
- Building Repairs
- Security Equipment
- Durable Medical Equipment/Consumer Home Modifications

Category IV –Purchases of Office Supplies and Services: Normal purchases of operating supplies and services are recognized as expenditures in general ledger. The total amount of these expenditures is limited to the amount approved in the annual budget.

The Finance Department oversees a process where each department has established authorized buyers and approvers. These items must be requisitioned by staff and have appropriate approval from supervision before Finance Department staff release the orders.

- Individual purchases where the expenditure is equal to or exceeds \$10,000 but is less than \$25,000 requires obtaining multiple quotes (usually three) from possible vendors for these items. Although this does not require a formal tender process, proper documentation, and adherence to all the principles of procurement herein apply.
- Individual purchases when expenditure is less than \$5,000 may be purchased under a non-competitive method; however, purchases must be the most advantageous to SCCMHA.

Category V–Small Operating Purchases

Small purchases of operating materials and supplies that are purchased by SCCMHA Departments are recognized as expenditures in general ledger. The total amount of these expenditures is limited to the amount approved in the annual budget. These time sensitive expenditures have appropriate approval from supervisors or directors, prior to purchase,

and are often not purchased from the standard supplier/vendor listing due to the urgent or unique specifications required for the purchase.

Purchase Authorization Thresholds:

\$ Threshold	Category	Responsibility
All	I: Network Services Provider Purchases	Chief of Network Business Operations
>\$25,000	II&IV: Formal Procurement Process	Chief of Network Business Operations
\$10,000 - \$25,000	III&IV: Three (3) Written Quotes	Director of Department in conjunction with Chief of Network Business Operations Department
>\$25,000	IV & V: Operating Supplies and Services	Chief Executive Officer
\$5,001-24,999	Chief of Network Business Operations & CFO – Operating Supplies and Services	Chief of Network Business Operations
\$5,001-24,999	Chief of Network Business Operations & CFO & CIO – Computer Services	Chief of Network Business Operations
\$501 - \$5,000	IV & V: Operating Supplies and Services	Director of Department
<\$500	IV & V: Operating Supplies and Services	Supervisor of Department

Purchase Approval Thresholds by Job Title:

\$ Threshold	Category
>\$25,000	CEO
<\$25,000	CFO/Chief of Network Business Operations, CIO for IT equipment purchases only
<\$5,000	Chief or Director, Officer of Recipient Rights & Compliance
<\$2,500	Contracts Manager, Manager of the office of the CEO, Properties Supervisor, IT Manager
<\$1,500	Building Maintenance Worker
<\$1,000	Procurement Staff Accountant, General Utility, Custodial and Transportation Supervisor
<\$500	Supervisor

2CFR200 Procurement Standards

§200.317 Procurements by states.

When procuring property and services under a Federal award, a state must follow the same policies and procedures it uses for procurements from its non-Federal funds. The state will comply with §200.322 Procurement of recovered *materials* and ensure that every purchase order or other contract includes any clauses required by section §200.326 Contract provisions. All other non-Federal entities, including sub-recipients of a state, will follow §§200.318 General procurement standards through 200.326 Contract provisions.

§200.318 General procurement standards.

(a) The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this part.

(b) Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(c)(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-federal entity.

(2) If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

(d) The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

(e) To foster greater economy and efficiency, and in accordance with efforts to promote cost effective use of shared services across the Federal Government, the non-Federal

entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.

(f) The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

(g) The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

(h) The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also §200.213 Suspension and debarment.

(i) The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(j)(1) The non-Federal entity may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to a non-Federal entity is the sum of:

(i) The actual cost of materials; and

(ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

(2) Since this formula generates an open ended contract price, a time and materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(k) The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

§200.319 Competition.

(a) All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or

requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

- (1) Placing unreasonable requirements on firms in order for them to qualify to do business;
- (2) Requiring unnecessary experience and excessive bonding;
- (3) Noncompetitive pricing practices between firms or between affiliated companies;
- (4) Noncompetitive contracts to consultants that are on retainer contracts;
- (5) Organizational conflicts of interest;
- (6) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
- (7) Any arbitrary action in the procurement process.

(b) The non-Federal

entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in

those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

(c) The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

(1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

(2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

(d) The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.

§200.320 Methods of procurement to be followed.

The non-Federal entity must use one of the following methods of procurement.

(a) Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (§200.67 Micro-purchase). To the extent practicable, the non-Federal

entity must distribute Micro-purchased equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

(b) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

(c) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.

(1) In order for sealed bidding to be feasible, the following conditions should be present:

(i) A complete, adequate, and realistic specification or purchase description is available;

(ii) Two or more responsible bidders are willing and able to compete effectively for the business; and

(iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(2) If sealed bids are used, the following requirements apply:

(i) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;

(ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

(iii) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;

(iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(v) Any or all bids may be rejected if there is a sound documented reason.

(d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

(1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;

(2) Proposals must be solicited from an adequate number of qualified sources;

(3) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;

(4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

(5) The non-Federal entity may use competitive proposal procedures for qualifications based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

(e) [Reserved]

(f) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

(1) The item is available only from a single source;

(2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

(3) The Federal awarding agency or pass through entity expressly authorizes non-competitive proposals in response to a written request from the non-Federal entity; or

(4) After solicitation of a number of sources, competition is determined inadequate

§200.322 Procurement of recovered materials.

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

§200.323 Contract cost and price.

(a) The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.

(b) The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

(c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under Subpart E—Cost Principles of

this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.

(d) The “cost plus a percentage of cost” and “percentage of construction cost methods” of contracting must not be used.

§200.324 Federal awarding agency or pass-through entity review.

(a) The non-Federal entity must make available, upon request of the Federal awarding agency or pass through entity, technical specifications on proposed procurements where the Federal awarding agency or pass through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

(b) The non-Federal entity must make available upon request, for the Federal awarding agency or pass through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

(1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;

(2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;

(3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a “brand name” product;

(4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or

(5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

(c) The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass through entity determines that its procurement systems comply with the standards of this part.

(1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high dollar funding, and third party contracts are awarded on a regular basis;

(2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

§200.325 Bonding requirements.

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

- (a) A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- (b) A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- (c) A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

Definitions:

Procurement - Buying, purchasing, renting, leasing, or otherwise acquiring of any supplies, services, or construction. It also includes all functions that pertain to obtaining of any supply, service, or construction, including description of requirements, selection, and solicitation of sources, preparation and award of contract, and all phases of contract administration.

Services - The furnishings of labor, time, or effort by a contractor, not involving the delivery of a specific end product - other than reports which are merely incidental to the required performance. This term shall not include employment agreements or collective bargaining agreements.

Small Purchase - Any purchase of services or supplies less than \$5,000.00.

Specifications - A description, either physical or functional, of characteristics of an item or service, for purposes of procurement. It may include a description of any requirement for inspecting, testing, or preparing a supply or service for delivery.

Supplies - All property, including but not limited to equipment, materials, printing, insurance, and leases of real property, excluding land or a permanent interest in land.

References:

- SCCMHA Capital Expenditures – 05.02.05
- SCCMHA Travel Expense Reimbursement– 05.02.07
- Requisition of & Reimbursement for Operating Supplies and Services for Staff– 05.03.02

- Network Management & Development– 05.06.01
- Centralization of Conference & Training Registrations– 05.06.06.03
- Service Provider Selection & Contracting– 09.04.04.01
- Specialized Medical Equipment and Supplies, Assistive Technology, Enhanced Pharmacy, and Environmental Modifications– 09.09.05.08
- Requisitioning Using ReqLogic Software - 09.10.02.02

Exhibits:

None

Procedure:

ACTION	RESPONSIBILITY
Signs all contracts and agreements monitored by the procurement process. Approves SCCMHA policies.	Chief Executive Officer
Allowed usage of CEO electronic signature within DocuSign software solely for execution of provider network service agreement contracts based on annual pre-approval by CEO and Operations Committee of SCCMHA's standardized external provider network fee screen publication.	Chief of Network Business Operations, Contracts Manager
Manages contract and bid processes; issues bids and ensures integrity of the bid process; issues contracts and ensures vendors meet contractual requirements. Coordinates communications with contractors.	Chief of Network Business Operations, Contracts Manager
Manages routine selection of vendor suppliers when not monitored by the bid process.	Department Directors / Supervisors, Procurement Staff Accountant
Ensures proper documentation and routine communication for appropriate reporting.	Accounts Payable Specialist, Procurement Staff Accountant, Finance Manager, Chief Financial Officer
Processes purchase orders for capital expenditures between \$4,999 and \$10,000 for furniture, equipment, supplies, maintenance, and repairs	Procurement Staff Accountant

Processes purchase orders for small purchases under \$5,000 for furniture, equipment, supplies, maintenance and repairs	Procurement Staff Accountant
Information Systems processes requisitions for equipment, supplies and repairs	Chief Information Officer, Quality and Compliance Officer
Continuing Education Unit processes travel and conference requisitions	CEU Supervisor
Clinical Department purchases of injectable medications, consults, etc.	Clinic Nurses, Clinic Supervisors
Property requisitions for specialized residential facilities	Properties Supervisor / Contracts Manager
Maintenance/Custodial Department processes requisitions for repairs and supplies	Contracts Manager, Properties Supervisor / General Utility, Custodial and Transportation Supervisor
The Transportation Department processes requisitions for repairs and supplies	General Utility, Custodial and Transportation Supervisor
Human Resource Department process requisitions for certain employment/staff related expenditures	Director of HR, Transportation, and Facilities
Administration processes requisitions for supplies	Manager of the office of the CEO
Customer Service Office requisition for supplies	Director of Environmental Services, Customer Service and Security