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Review Date: 4/25/2017

North Sound Mental Health Administration

Section 4500 – Advisory Board: Purchasing and other Expenses Procedure

Authorizing Source:

Cancels:

See Also:

Responsible Staff: Administrative Manager
Advisory Board Coordinator

Approved by: Board of Directors

Date: 04/26/2001

Motion #: 01-025

Executive Director Signature:

Date: 4/28/2017

POLICY #4511.00

SUBJECT: PURCHASING AND OTHER EXPENSES PROCEDURE

PURPOSE

The purpose of this document is to govern development of the Advisory Board annual estimated expenses and use of funds. It describes allowable purchases and reimbursements, limiting conditions, required authorizations and administrative processes regarding Purchasing and other Expenses.

It is intended that all policies and procedures set down comply with the policies and procedures of the North Sound Behavioral Health Organization (North Sound BHO), the State of Washington and the US Federal Government. If a conflict occurs between policies and procedures in this document and those of the North Sound BHO, State/Federal Government, those of the North Sound BHO, State/Federal Government will apply.

POLICY

Advisory Board members (or individuals designated by the Advisory Board) shall be reimbursed for non-travel expenses that have been approved by the Advisory Board and provided for in the Advisory Board budgeted line item.

Purchase orders are not required for purchases of supplies, materials and equipment under \$250, but all purchases on behalf of the Advisory Board must be approved by the Advisory Board or the Executive Finance Committee, prior to the purchase. Purchases need to follow Policy #3028.00 Purchases and Leasing of Equipment, Materials, Supplies and Routine Services.

PROCEDURE (for reimbursement)

Submit *Request(s)* for non-travel related expenses (supplies, postage, etc.) to the Advisory Board Coordinator. The Coordinator and North Sound BHO Advisory Board Finance Committee shall review all requests and present to the Advisory Board with their recommendation to approve/deny. The Executive Committee of the Advisory Board may act on behalf of the Advisory Board when time does not allow requests to come to the full Advisory Board.

Advisory Board members (or designees) shall submit receipts for any pre-authorized purchases made on behalf of the Advisory Board to the Advisory Board Finance Committee using the **Advisory Board Monthly Reimbursement Request** available at <http://northsoundbho.org/forms> with the receipt(s) or other documentation attached.

ATTACHMENTS

None