

PROCEDURE

FLORIDA CLERKS OF COURT OPERATIONS CORPORATION (CCOC)

Title: Purchases, Authorizations, Receiving & Direct Pay Process

I. PURPOSE AND SCOPE:

Establish procedures for the purchase of goods and services and establish the authority to process payments by the Executive Director for the Corporation.

II. DEFINITIONS AND REFERENCES:

- A. A Payment Request Form is used to list information needed to generate payment to a vendor for goods or services received. See Attachment.
- B. Authorized expenditure authority of the Executive Director shall be set at \$4,000 for each payment request from any of the following expenditure categories:
 - i. Travel and Per Diem Utility Services Insurance
 - ii. Printing and Binding Operating Supplies
 - iii. Communications and Rental & Leases
 - iv. Repair, Maintenance and Office Supplies
 - v. Books, Publications, Subscriptions and Memberships
 - vi. Contractual Services

III. PROCEDURES:

- A. Purchases are generally to be initiated by the employee needing the goods and/or services being requested by emailing the Executive Director or Budget Director of the need for such goods or services. Purchase requests should contain at a minimum two quotes from outside vendors if the expected cost of the goods/or services is expected to be over \$700. If the expected cost is more than \$1,200 then a minimum of three (3) quotes is expected. Regular, recurring purchases of items such as general supplies and office supplies may be bought under an annual agreement with the selected vendor. All purchase requests must be submitted for review and approval if less than \$4,000 to the Executive Director or Budget Director. If the request is \$4,000 or more the purchase must be reviewed and payment approved by both the Executive Director and the CCOC Treasurer or other authorized Executive Council member if the CCOC Treasurer is not available and delegates the authority. (See Attached Approval Form.)
- B. Once ordered, goods and services which are to be physically delivered must be received for the Corporation by an employee not associated with the ordering of such goods and/or services. This employee, who is independent of the transaction, is only signing that the item(s) were received, noting any unusual conditions of said items at time of delivery. Any and all items, including receiving documents, should be delivered to the Executive Assistant immediately upon receipt. If the item is to

be delivered in a format other than physical delivery (i.e.: software download),

then the employee who requested the item(s) has either the Executive Director or Budget Director sign-off on the paperwork that the item (software) has been delivered (downloaded) and is registered to the Corporation. If the Executive Director ordered the product than in these cases the CCOC Treasurer shall sign off on the paperwork.

- C. The Executive Assistant shall prepare a monthly report of all expenditures listing the date, vendor, amount and purpose of the expenditure and forward to the Treasurer of the Council for inclusion in the Treasurers Report given at each Council meeting for approval.

IV. RESERVATION OF AUTHORITY:

The authority to issue and/or revise this procedure shall be reserved for the Executive Council.

**FLORIDA CLERK OF COURT OPERATIONS CORPORATION
PAYMENT REQUEST**

HIGHLIGHT ONE:

MAIL CHECK - NO ATTACHMENTS

MAIL CHECK - ATTACHMENTS

WILL PICK UP CHECK

PREPARED BY _____

DATE _____

PAYEE NAME _____

SPECIAL INSTRUCTIONS:

PAYEE ADDRESS _____

INVOICE OR REFERENCE DATE	INVOICE OR REFERENCE NUMBER	DESCRIPTION	ACCOUNT	AMOUNT
		GL MEMO: _____		
		GL MEMO: _____		
		GL MEMO: _____		
		GL MEMO: _____		
TOTAL				\$ -

THE AUTHORIZED SIGNERS BELOW CERTIFY THE FOLLOWING:

- The items purchased or services provided as described above have been received/performed as ordered.
- The payment requested is necessary for the function of the Corporation.
- The funds for this payment are available in the referenced accounts.

SIGNATURE	TITLE	DATE	Limits
_____	Executive Director	_____	< \$4,000
_____	Treasurer	_____	Budget
_____	Chairman	_____	Budget
_____	Executive Council	_____	Budget