 <b>VERMONT</b> DEPARTMENT FOR CHILDREN AND FAMILIES Family Services Policy Manual		<h1>267</h1>
Chapter:	Administrative Issues	
Subject:	Vendor Authorizations	Page 1 of 2
Approved:	Cynthia K. Walcott, Deputy Commissioner	Effective: 8/4/2010
Supersedes:	Policy 267Vendor Authorizations	Dated: 10/16/98

## Purpose

To outline the rules for use of vendor authorizations used to purchase goods and services necessary to implement case plans for children in state custody or, in some instances, to purchase goods necessary for district office operation.

## Policy

Vendor authorizations must have prior approval by the district director or designee for:

### **Clothing for children in custody:**

- Initial clothing purchases up to \$100 that cannot be reasonably covered by the monthly clothing allowance.

### **Groceries:**


- Groceries that cannot be reasonably covered by the monthly check paid to a foster parent or youth living independently.
- Groceries for the family of children in custody, in conjunction with family reunification efforts or efforts to maintain a child's relationship to family.

### **Travel costs:**

- Train or bus travel.
- Gas purchases necessary to support reunification efforts, provide essential transportation for children in custody, or make it possible for a parent(s) to attend court hearings, administrative case plan reviews or family centered meetings.

### **District Operating Expenses:**

- When a vendor of goods requires a vendor authorization prior to selling goods to the district office, not to exceed \$250.

 <b>VERMONT</b> DEPARTMENT FOR CHILDREN AND FAMILIES Family Services Policy Manual		<h1>267</h1>
Chapter:	Administrative Issues	
Subject:	Vendor Authorizations	Page 2 of 2

All vendor authorizations must state the dollar limit for expenditure. It is not permissible for the person utilizing a vendor authorization to receive a cash refund for the balance not spent. Vendor authorizations over \$250.00 or for purchases not listed above require the approval of the central office operations manager.

The vendor must send the invoice with a copy of the vendor authorization to the district office for proper coding and signature before it is sent to the business office.