VERMONT DEPARTMENT FOR CHILDREN AND FAMILIES Family Services Division Woodside Juvenile Rehabilitation Center		115
Chapter:	Organization, Administration and Management	
Subject:	Internal Accounting Systems	Page 1 of 1
Approved:	Jay Simons, Director	Effective: 3/28/2018
Supersedes	Woodside Policy and Procedure 115	Dated: 5/2013

Purpose

To provide monitoring and accountability for the Woodside budget.

Policy

Signature Control

The Woodside Director has the Commissioner's designated signature authority and may authorize contract releases, purchase orders, payment of bills, and other related actions.

Purchase Orders

All staff requests for purchase Orders must be approved by the employee's Supervisor.

1. All requests for Purchase Orders (PO) will be submitted to the Administrative Coordinator II for approval.
2. When approved the PO is numbered and entered in to the purchase order logbook. The Financial Specialist gives the PO to the employee.
3. The receipt is given to the Financial Specialist with a copy of the PO (if received).
4. Financial Specialist processes the receipt and submits to the Director for authorization of payment.
5. The Director's authorized receipts are forwarded to the DCF business office.

Budget

The Administrative Coordinator II and the Director meet quarterly for budget review.