

Procedures: Purchasing Guidelines

Date Written: 08/09

Date Revised:

Sumlar Therapy Services, Inc.

In the normal course of work, employees may identify necessary or desired tools to perform their job. **Requests may be made verbally or in writing to the Executive Director for items in any price range.** All requests will be considered by the Executive Director considering necessity, marketability, usefulness, and availability of funds.

Effective Date: August 10th, 2009

Annually, on August 1st, **therapists will receive an “allowance” of fifty dollars (\$50.00)** with which to purchase therapy-related materials, without requiring pre-approval from the Executive Director. Money not used one year may be carried over to the next year, but may never exceed more than one hundred dollars (\$100.00).

Therapists may purchase therapy items from any source, and turn in receipts for reimbursement. Shipping and handling costs will not be excluded from the allowance. Therapists must clearly note on the reimbursement form that this purchase was one which did not require pre-approval and should be deducted from their allowance. The OA will track therapists' allowances using information from the reimbursement forms.

Therapists may share in the purchase of items, and such cooperation should be indicated on the reimbursement forms.

Items purchased become the property of Sumlar Therapy and should be clearly marked in permanent marker on each (non-disposable) item. Upon employee's termination, non-disposable items should be returned to Sumlar Therapy.