



# Oregon

Theodore R. Kulongoski, Governor

Department of Human Services  
State Operated Community Program Office  
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DATE: August 26, 2008  
TO: Program Managers  
Site Manager  
Supervising RN's  
FROM: Deanna Bathke, SOCP Director  
SUBJECT: \$100.00 Purchase



When purchasing any **single** item over \$100.00 i.e. supplies, CoastWide products, furniture etc... policy states that prior approval is necessary. What that means is the Site Manager must have the Program Managers and SOCP Director's approval/signature **prior** to any single item of \$100.00 or over.

If this is an emergency purchase the form can be faxed to 503-378-5918.

This is a procedure within our agencies VISA and petty cash policies. These documents must be attached to the VISA and/or Petty Cash receipts. If you have any questions regarding the procedure please contact any of the following SOCP Central Office support staff, Barbara Cochran, Vicky Foster, Dora Huber.

These policies/procedures were put in place following a VISA audit several years ago.

Failure to follow these policies/procedures may lead to disciplinary action.

c: Elaine Stauffer, Business Manager  
Laura Traeger, Program Administrator  
Pam Lovejoy, Vocational/Day Services Manager  
Brad Heath, Clinical Service Manager  
Teri Millsap, SOCP HR Manager

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