

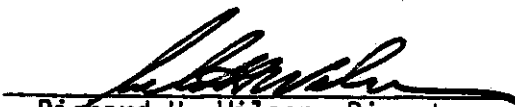
DIVISION OF MENTAL HEALTH AND HOSPITALS  
Administrative Bulletin Transmittal Memorandum No. 35

February 22, 1983

SUBJECT: Administrative Bulletin 7:12  
Procedure for Ordering Office Supplies

This Administrative Bulletin establishes a procedure for ordering office supplies by the several Central Office component units of the Division of Mental Health and Hospitals.

Fiscal Policy and Procedure number 14, dated November 1, 1979, is hereby rescinded.

  
Richard H. Wilson, Director  
Division of Mental Health and Hospitals

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DIVISION OF MENTAL HEALTH AND HOSPITALS

ADMINISTRATIVE BULLETIN 7:12

DATE: February 22, 1983

SUBJECT: Procedure for Ordering Office Supplies  
Applicability: CO

I. Purpose

To establish a procedure for ordering office supplies.

II. Responsibilities

A. The following component units of the Division of Mental Health and Hospitals shall be responsible for ordering office supplies:

1. Director's office (to include Office of Human Resources)
2. Office of Institutional Services
3. Office of Program Evaluation
4. Office of Program Planning and Fiscal Administration
5. Office of Community Services

B. Each unit shall appoint a coordinator who will be responsible for ordering, receiving and maintaining adequate office supplies on hand.

III. Procedure - General

A. The unit coordinator shall requisition office supplies by means of completion of a Distribution Center order form. All items obtainable from the Distribution Center are listed on the form by catalog number. Items not listed are not available at the Distribution Center.

B. The completed order form shall be forwarded to the Office of Fiscal Administration, where a determination will be made as to whether any of the requested items can be provided from possible stock excess already existent within the Division. The requesting unit shall retain one copy of the order form for purposes of verification when items are received.

C. The Office of Fiscal Administration shall forward the completed order form to the Distribution Center for processing.

D. Upon receipt of ordered items from the Distribution Center, the unit coordinator shall compare the order form with a computer print-out, which will be provided by the Distribution Center, and with items received to determine whether the order was correctly filled. The computer listing will indicate items

not shipped (out of stock) with the letter "B" under the quantity column; otherwise, the quantity column shall contain, for each item ordered, the number shipped. Items marked with a "B" must be re-ordered.

- E. The unit coordinator shall forward the computer listing to the Office of Fiscal Administration.
- E. Items not available from the Distribution Center within a reasonable period of time shall be ordered through the process outlined under section V.

#### IV. Procedure - Emergency Situations

- A. If, due to unforeseen circumstances, a unit's supply of certain items becomes completely exhausted and other divisional units are not able to assist, the unit coordinator may place an order, by telephone, directly to the Distribution Center.
- B. Items must be ordered by catalog number according to the order form.
- C. Upon receipt of ordered items, the unit coordinator shall compare the computer listing with items received and shall forward the verified listing to the Office of Fiscal Administration.

#### V. Procedures - Purchases from Contract and Non-Contract Vendors

- A. Purchases may be made from contract vendors in situations where the Distribution Center is either out-of-stock of particular items for an excessive period of time or does not carry the items.
- B. A form PB-2 (see Attachment A) must be completed for the desired items and forwarded to the Office of Fiscal Administration.
- C. The Office of Fiscal Administration shall check the form for accuracy and completeness and shall forward this document to the contract vendor.
- D. Upon receipt of the ordered items, the unit coordinator shall determine whether the order was correctly filled. Documents received with the ordered items shall be forwarded to the Office of Fiscal Administration.
- E. If the contract vendor is unable to supply the requested items, the same process may be initiated with a non-contract vendor.

VI. Inter-Unit Cooperation


- A. Divisional units referred to in section II shall be expected to share their supplies, as necessary.
- B. A unit which borrows office supplies from another unit shall be expected to order a sufficient quantity of items in its succeeding order to enable it to return an equivalent amount to the latter.

VII. Billing Unit Designation and Account Number

- A. The "billing unit" to be used is:

Department of Human Services  
Division of Mental Health and Hospitals  
Capitol Place One, Second Floor  
222 South Warren Street CN 700  
Trenton, New Jersey 08625

- B. The account number to be used on all orders is:  
7700-100-990000-21.

  
Richard H. Wilson, Director  
Division of Mental Health and Hospitals

RW:PK:er

(1) TRANSACTION CODE S/C	(2) BATCH NUMBER	(3) NEW/ MATCH
47-0		

**STATE  
OF  
NEW JERSEY**

(4) FISCAL YEAR	(5) TRANSACTION DATE	(6) DOC TYP	(7) DOCUMENT NUMBER	(8) REJECT INDICATO

Attachment  
A.B. 7:12

# AGENCY PURCHASE ORDER/INVOICE

VENDOR STATUS  BLANK = NO CHANGE  
 1 = NEW VENDOR  
 2 = ADDRESS CHANGE  
 3 = LOCATION CODE  
 4 = NEW VENDOR AND LOCATION  
 5 = VENDOR NO. CORRECTION

ACCOUNT NUMBER							(10)	(11)	(12)	(13)	(14)	(15)	(16)
ORGANIZATION	FUND	PROGRAM	OBJECT	COST CENTER	PROJECT ACTIVITY	EXTENDED NO.			TOTAL AMOUNT	AGENCY P.O. NUMBER	OBLIGATION NUMBER		

**VENDOR NAME AND ADDRESS**  
 (17) NAME, STREET, CITY, STATE, ZIP CODE

**CONTACT FOR INFORMATION (NAME AND PHONE NO.)**

IF DIRECT PURCHASE OR SPECIAL PROCUREMENT, INDICATE DATE QUOTATION RECEIVED

**BILL TO: ENTER COMPLETE NAME AND ADDRESS**

FOLD MARK

**SHIP TO:**

(18) COMMODITY CODE	VENDOR INVOICE NUMBER	(19) VENDOR IDENTIFICATION NUMBER	(20) CONTRACT NUMBER

**INSTRUCTIONS TO VENDOR:** (1) YOU MUST USE THE ATTACHED STATE INVOICE FORM (ORIGINAL AND DUPLICATES) FOR BILLING PURPOSES. (2) IF THIS IS A PARTIAL BILLING, YOU MUST SUBMIT BALANCES ON SEPARATE STATE INVOICE FORMS. (3) ENCLOSE PACKING SLIP WITH SHIPMENTS. (4) SHOW OBLIGATION NUMBER AND ACCOUNT NUMBER ON ALL BILLS OF LADING, INVOICES, AND CORRESPONDENCE. (5) ADDRESS ALL CORRESPONDENCE TO THE STATE AGENCY INDICATED ABOVE.

CASH DISCOUNT

QUANTITY	UNIT	DELIVER THE FOLLOWING ITEMS F.O.B. DESTINATION DESCRIPTION	UNIT PRICE	AMOUNT

**AGENCY APPROVAL:** Signature affixed to this purchase order serves as certification: 1) that items purchased under DPA authorization are not currently available under the provisions of a current State contract or from the State distribution center; and 2) that funds required and authorized for this purpose are obligated and available. Unauthorized use subject to prosecution.

(AUTHORIZED SIGNATURE)	(TITLE)
PRINTED OR TYPED NAME OF AUTHORIZING EMPLOYEE	(DATE)

TOTAL OBLIGATION AMOUNT

**TYPE OF PURCHASE AUTHORIZATION (Check one)**

ANNUAL CONTRACT AUTHORIZATION  
 BLANKET ORDER  
 DIRECT PURCHASE AUTHORIZATION  
 SPECIAL PROCUREMENT AUTHORIZATION

This transaction is authorized by the Director of Purchase and Property in accordance with the provisions of Chap. 179 P.L. 1931 as amended. The issuing Agency's Approval Officer's signature guarantees all provisions governing the Authorization granted by the Director have been complied with. Type and number of authorization to be indicated in the space provided. Material delivered against this order is NOT subject to Federal Excise Taxes. N.J. excise Tax Exemption Certificate No. 22-75-0050K Exemption Certificate will be submitted on request. N.J.S.A. 54:32 B-1 et seq. exempts all materials sold N.J. State Agencies from Sales or Use Taxes. Do not include them in your price. The parties to this contract do hereby agree that the provisions of N.J.S.A. 10:2-1 et seq. dealing with discrimination in employment on public contracts, and the Rules and Regulations promulgated pursuant thereto, are hereby made a part of this contract and are binding upon them.