



Administrative Policies and Procedures Manual **801 PURCHASING GOODS AND SERVICES**

POLICY

Purchases shall be made by:

- a purchase order issued by the Administrative Services Division Materials Management Unit upon receipt of a requisition or an authorized equivalent as specified by the Administrative Services Division Director of Materials Management, or
- a purchasing card furnished in accordance with the Administrative Services Division Materials Management Unit Purchasing Card Program.

All requests must be approved by a duly authorized division representative having the authority to expend the funds of the cost center being charged.

GENERAL INFORMATION

GENERAL PURCHASING POLICIES

Purpose and Responsibilities for Purchasing

The Administrative Services Division Materials Management Unit is responsible for Judicial's procurement (that is, the lease, rental, or purchase) of required goods and services through its Purchasing Services Office. The Judicial Branch endeavors to meet the objectives of Section 4-98 of the Connecticut General Statutes pertaining to competitive procurement practices, with the exception of the Judicial Branch's acquisition of the goods and services listed below. An agreement between the Judicial Branch and service providers or suppliers can only be completed upon the issuance of a purchase order or through an authorized purchasing card transaction. The following are excluded goods and services:

- Data Center Rentals
- Emergency Medical
- Fees, Witness and Jury
- Insurance
- Post office boxes and postage
- Court Ordered Services
- Real Property Leases
- Service of Process
- Travel Services

- Utilities
- Vehicle Maintenance (see Policy 807, Vehicle Maintenance and Repair)
- Work Subsidy
- Retiring Chief Justice Portraits
- Legal Representation or Advice for the Judicial Branch, subject to the approval of the Chief Court Administrator or the Executive Secretary (see Policy 1209, Selection of Outside Legal Counsel Excluded From Competitive Procurement Practices)

The Administrative Services Division may modify, defer or reject requests to purchase goods and or services in order to provide for the efficient and appropriate use of limited Branch resources. Requests to purchase goods or services shall be issued in a form approved by the Director of Materials Management. The Executive Director of Administrative Services shall set threshold dollar amounts for review and approval of requests to purchase goods and or services. Established threshold amounts are shown in Policy 802.

It is the duty of Administrative Services Division Purchasing Services to ensure that the equipment, supplies, forms, and contractual service needs of each division of the Judicial Branch are acquired in compliance with the applicable rules and regulations of the Branch and the State. A key objective of the Administrative Services Division Materials Management Unit is to ensure that Judicial Branch operations obtain goods and services in a well documented, orderly, cost effective and efficient process.

The Legal Services Unit shall approve the terms and conditions used for all Judicial contracts. Contracts will be prepared by the Administrative Services Division Purchasing Services Office using the standard terms and conditions approved by Legal Services. The Chief Court Administrator may designate certain contracts as excluded from the requirement of review by Legal Services.

REQUISITIONING COMMODITIES AND SERVICES

Business Cards and Judges Stationery and Envelopes

Sample designs of business cards for the Branch are available from Purchasing Services. Only stationery and business cards issued for judges shall bear the State Seal. All other stationery and business cards shall bear the Judicial Branch emblem. Other uses of the State seal for Judicial manuals, pamphlets, brochures or other presentation materials must be pre-approved by the Branch's External Affairs Division.

The Administrative Services Division Purchasing Services Office will provide pre-itemized order release forms for ordering business cards and Judges' stationery and envelopes. The requisitioner fills out shipping information including the name of the Ship To location, the Attention To name, the address and a telephone number for that person. Orders for judges' business cards, stationery and or envelopes must be placed on a separate order form with samples attached. However, several business cards may be ordered on one form by attaching the sample cards to an 8-1/2 x 11 sheet of paper.

Requisitioners must send the completed form (white copy and yellow copy) directly to the Administrative Services Division Purchasing Services Office and retain the blue copy for their files. Once the order is received, the blue copy should be signed and sent to the Administrative Services Division Fiscal Administration Unit.

Judges' Robes

To order robes, Judges and Family Magistrates should complete the Judicial Robe Order Form. Forms are available online or from the Administrative Services Division Materials Management Unit. The completed form is sent to Court Operations administrative office. Stock robes will be altered by a tailor to conform to the judge's measurements and needs in accordance with a Judicial contract to perform such alterations. Court Operations must verify all work. Expenditures are applied against a Blanket Purchase Order.

Office and Sundry Supplies Including Copy Paper and Computer Paper

The Administrative Services Purchasing Services Office will provide each Division with pre-itemized Release Order Forms Sample (paper or electronic) for ordering office supplies, copy paper and computer paper. The requisitioner must complete the name, title and address for the requisitioning location. The division, date needed, authorized signature and quantity of items needed must also be included. The total price for each item is calculated by multiplying the quantity and price. The completed pre-itemized Order Form is sent to the division administrative office for approval. The Administrative Office sends the order to the vendor and the expenditures are applied against a Blanket Purchase Order. The requisitioner also retains a copy until the order is received from the vendor. Upon receipt of the order, the requisitioner must forward a signed copy of the order along with the vendor packing slip to Administrative Services Division Fiscal Administration Accounts Payable for processing. Orders should be limited to once per month.

Capital Goods

In order to facilitate an accurate accounting of budgeted expenditures, all requisitions for capital goods, including library books that require delivery within a given fiscal year must be received by the Administrative Services Division Purchasing Services Office by May 15th of that fiscal year. Submission of all capital goods requisitions prior to May 15th should allow enough time for the Administrative Services Division Purchasing Services Office to schedule deliveries so that expenditures occur in the fiscal year in which they are encumbered.

Computer Related Services

Requests for data processing services, software or equipment (for example, computers or printers) must be submitted by the division administrative office to the Judicial Information Technology (JIT) Division's Information Systems (JIS) Office. JIS responds to the completed Request for Service form and, when appropriate, participates in writing functional specifications. JIS and the requisitioner are encouraged to name potential sources. The requisition is entered by JIS and properly closed for processing.

Conference Facilities and Catering Services

The Administrative Services Division Purchasing Services Office shall supply each division with a list of pre-approved conference facilities and catering contractors to be utilized for conferences,

seminars and meetings. A requisition must be submitted at least two weeks prior to the scheduled event. Final arrangements are left up to the requisitioner. For facilities not appearing on the pre-approved list, requisitions must be submitted in time to allow for completion of competitive price evaluations. Final arrangements for facilities not previously approved will be made through the appropriate purchasing process.

Rentals and Leases - Personal Property

The acquisition of goods through the use of rental or lease agreements must be executed through the Administrative Services Division Purchasing Services Office. It is the responsibility of the Purchasing Services Office to evaluate lease options for personal property and to retain signed copies of lease and rental agreements. Requisitions for equipment rentals or leases must include the desired contract period in the description.

Repairs - Office and Telecommunications Equipment (Excluding Computers)

The Administrative Services Division Purchasing Services Office will prepare a list of contract vendors for the provision of repair services for office equipment and telecommunicating equipment. The vendor list will be prepared for various types of office equipment, including telephones supplied to each Division's Administrative Office. Calls for repairs should be made directly to the contract vendor. The CO-17 State Invoice, when submitted to Administrative Services Division Fiscal Administration, must be signed by an authorized supervisor at the requisitioning location. The signed CO-17 should also show the amount of time the vendor remained on-site to service the equipment as well as the equipment's JD tag number. For computer equipment repairs, refer to Policy 1010.

Repairs - Vehicles

Requests for vehicle repairs made in accordance with the Judicial Branch Administrative Services Division policies and procedures shall be processed through the Administrative Services Division Materials Management Unit Business Support Services Office. For more information on this subject please review Judicial's policies and procedures for fleet vehicles in Policy 807.

Repairs - Real Property

All requests for repairs to Judicial Branch real property, including fixtures, must be approved and submitted by the Administrative Services Division Facilities Unit. The Administrative Services Division Facilities Unit will review the conditions underlying each request and, where appropriate, provide specifications for repairs to the Administrative Service Purchasing Services Office.

Temporary Personnel Services

Requisitions for Temporary Service personnel should be submitted to the Administrative Services Division Purchasing Services Office upon receipt of written authorization to hire from the Administrative Services Division Human Resources Unit. The authorization to hire form must be attached to the approved requisition.

The Administrative Services Division Human Resources Unit will provide the name of the pre-approved contractor. The description area of the requisition must show the job category for the

temporary personnel to be employed. The quantity area of the requisition must show the number of hours authorized. The Administrative Services Division Purchasing Services Office will input the proper rates. Requisitions for temporary personnel will be processed on a priority basis. At the end of each week during the authorized work period a copy of the receiving report should be signed and forwarded to Administrative Services Division Fiscal Administration for processing.

Bottled Water

In cases where a Judicial Branch facility has questionably palatable water, the purchase of bottled water by the Branch may be authorized. Authorization for bottle water dispensers may only be obtained through the Administrative Services Division Facilities Unit. A Blanket Order is utilized for this contract.

Contracting for Services to Offenders, Juveniles and Victims

The contracting process for services for offenders, juveniles and victims must be done in as timely a manner as possible recognizing that:

- The continuity of services provided to the court through these contracts is critical;
- Many of the vendors who successfully provide such services do not have the financial reserves to weather a significant interruption in cash flow; and
- The Operating Division should determine the content of the program or service to be delivered. The involvement of the Administrative Services Division Purchasing Services Office should be directed to procurement and financial matters and the Legal Services Unit should determine legal sufficiency.

PURCHASING CARDS

Authorization

The Judicial Branch purchasing card is intended to facilitate the purchase of miscellaneous commodities and services. Judicial Branch cardholders are authorized to make direct purchases within the following limitations. Cards will only be considered for employees designated by the Executive Director of the Division. In order to ensure efficiency and appropriate use of the Branch's limited resources the Administrative Services Division will determine eligibility for the assignment of a Purchasing Card.

Card Restrictions

Except as otherwise authorized by the Executive Director of the Administrative Services Division, the value of average total monthly purchases is limited. The Chief Court Administrator shall establish limits as required by the Chief Justice.

The use of the purchasing card is limited as follows:

- Dollar limits per transaction of \$500 or less
- Dollar limits per cardholder not to exceed \$5,000 per month
- Number of transactions per day not to exceed 20

- Number of transactions per billing cycle not to exceed 100
- No cash advance or travel and entertainment expenses allowed

Payments

Monthly statements for purchasing card transactions for cardholders within each division must be approved by the divisional administrative authority and forwarded to the Administrative Services Division Fiscal Administration Office within 48 hours of the receipt of statement.

General Policies

- The purchasing card can be used for Judicial Branch expenditures only. Use of the purchasing card for personal purchases or for cash advances is strictly prohibited.
- Cardholders must abide by all rules pertaining to the purchasing card as outlined in “The Purchasing Card Program User Guidelines” which will be furnished to the card holder during the initial issuance of the card. The guidelines explain procedures for making a purchase, record keeping, receipt of goods and services, returns, and monthly reconciliation.
- The purchasing card supplements existing procurement procedures; it does not supplant them. If divisional approval must be received before a purchase can be made by purchase order, then approval must still be sought and granted before a purchase can be made with a purchasing card.
- Before making a purchasing card purchase, cardholders must make sure the purchase is permitted, since there are purchasing restrictions by item and by vendor.
- Only the Cardholder whose name appears on the front of the purchasing card is allowed to make purchases with the purchasing card. The purchasing card is not transferable and may not be used by anyone other than the Cardholder.
- The purchasing card must be maintained with the highest level of security. If the card is lost or stolen, or if the cardholder suspects the card or account number have been compromised, the cardholder must immediately notify the company that issued the card and the purchasing card coordinator in the Administrative Services Division Fiscal Administration Office.
- All accounts must be verified and reconciled monthly. Completion of the monthly reconciliation procedure certifies that all purchases are approved acceptable purchases for legitimate State business, quantities and prices are accurate, and no splitting of orders has occurred.
- Cardholder accounts may be subject to periodic internal control reviews and audits designed to protect the interests of the Judicial Branch. By accepting the card, the Cardholder agrees to comply with these reviews and audits.
- Fraudulent use of the card may result in disciplinary action and may be grounds for dismissal. Cardholders may also be held personally liable for improperly incurred expenses.

- Cardholders must surrender their purchasing card upon termination of employment whether for retirement, voluntary separation, resignation, dismissal, or at any other time upon request by the Judicial Branch.
- Goods and services covered under a Blanket Order issued by the Administrative Services Division Purchasing Services Office are not appropriate for purchase with a purchasing card.

PROCEDURES

REQUISITIONS

Purpose

Properly completed requisitions are fundamental to processing each order. The requisition ensures procedural conformity and facilitates the State's audit process. Requisitions allow the Branch to prioritize needs and plan expenditures by identifying the type of goods and or services for the specified user in the right quantity and at the desired quality level.

The clarity of information contained on the requisition is critical; thus the Administrative Services Division Purchasing Services Office will assist the requisitioner with the proper completion of requisitions.

The divisional authority that initially authorized the request must approve any changes to a requisition that are contemplated by the Administrative Services Division Purchasing Services Office. Changes to requisitions or specifications will be considered only when such changes are in the best interest of the Judicial Branch.

Divisional Responsibilities

The requisitioner is the most important party in the purchasing process. The coding of the function, activity and the location on each requisition is automated. However, the requisitioner must identify any special funding associated with the procurement, including project and or grant codes.

The Executive Director of each Division will implement procedures to ensure that each requisition sent to the Administrative Services Division Purchasing Services Office is properly authorized for processing by a duly authorized supervisor as listed in the file maintained by the Administrative Services Division Materials Management Unit.

The Requisitioner Shall:

- Endeavor to develop functional descriptions and avoid writing restrictive specifications for required goods and services.
- Forward requisitions to the appropriate administrative office to allow the Administrative Services Division Purchasing Services Office sufficient time to process requisitions in accordance with standards set forth herein.
- Ensure that the proper codes are used to identify special funding sources.
- Send all requisitions to the proper authority for divisional approval.
- Retain a copy of the requisition until after the receipt of goods and or services.

Each requisition may be the subject of review and approval by the Executive Director of Administrative Services or his or her designee. Executive review shall be completed in an effort to properly recognize expenditures that may have a significant short-term effect or pronounced long term effects on the administration of the Branch's budget.

Questions on this policy: ✉ MaterialsManagement.JBAPPM@jud.ct.gov ☎ (860) 706-5204