

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

SUBMITTED BY: Fundraising Committee	DATE SUBMITTED: 07/03	SECTION: Fiscal Management	
BOARD APPROVED ON: 08/03	DATE REVISED: 10/21/15, 12/16/20, 08/12/2026	SUBJECT: Funding Request	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 01/24/18, 11/21/18, 12/16/20, 12/16/2022, 08/12/26		POLICY #: EC-002	PAGE #: 1 of 3

I. APPLICATION

The provisions stated herein shall apply to programs and consumers of Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It is the policy of Blue Water Developmental Housing, Inc. (BWDH) that all requests to expend organizational or personal allowance funds shall be initiated through the appropriate Purchase Order. The Purchase Order serves as the official request for authorization to spend funds and must be completed and approved before any purchase is made, except in emergency situations approved by the Executive Director.

Corporate Purchase Orders shall be used for purchases made with organizational funds. Personal Allowance Purchase Orders shall be used for purchases made with an individual's personal allowance funds.

All Purchase Orders must include sufficient information to identify the vendor, the items being purchased, the estimated cost, and the purpose of the purchase.

Approval requirements are as follows:

Corporate Purchase Orders

- Program Supervisor approval is required for all purchases.
- Purchases exceeding \$100 but less than \$500 require Division Director approval.
- Purchases exceeding \$500 require Division Director and Executive Director approval.

Personal Allowance Purchase Orders

- Supervisor, Division Director, and Executive Director approval are required prior to the purchase.
- These approval requirements include purchases made with gift cards, True Link, and checking accounts, if applicable.
- Approved purchases should be made within 30 days of approval of the Personal Allowance Purchase Order.

Invoices or receipts must accompany the completed Purchase Order and be submitted to Accounts Payable/Accounts Receivable for processing.

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III. NOTIFICATION/PROCEDURE

WHO

DOES WHAT

Program Supervisor

1. Completes the appropriate Purchase Order before committing organizational or personal allowance .
2. Ensures the Purchase Order includes all required information, including vendor, items requested, quantities, estimated costs, business or individual purpose, and budget/account balances.
3. Signs the Purchase Order and forwards it to the Division Director for review if over \$100.

Division Director

4. Reviews the Purchase Order and approves or denies the request. If approved and the total purchase is **\$499 or less**, return the approved Purchase Order to the Program Supervisor. If the total purchase **exceeds \$500**, forward the Purchase Order to the Executive Director for review.

Executive Director

5. Reviews Purchase Orders exceeding \$500 and approves or denies the request. Returns the approved Purchase Order to the Program Supervisor following the decision.

Program Supervisor

6. Complete the approved purchase in accordance with the Purchase Order.

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7. Submits the approved Purchase Order, along with all invoices and receipts, to Accounts Payable/Accounts Receivable for processing.

Accounts Payable/Accounts
Receivable

8. Verifies that the approved Purchase Order and supporting invoices and receipts have been received and processes them accordingly.