


<b>Performance Standard:</b>	<b>Facilities, Material, and Equipment</b>	<h2 style="text-align: center; color: #800040;">INCA Community Services</h2> <h3 style="text-align: center;">Head Start &amp; Early Head Start Policies and Procedures</h3> <div style="text-align: center;">  </div>
<b>Sub Category:</b>	<b>1304.53 a 1-4</b>	
<b>Reference:</b>	OKDHS-Licensing	
<b>PC Approval Date:</b>	9/2018	
<b>GB Approval Date:</b>	9/2018	
<b>Form:</b>	Purchase Requisition, Quotes and Bid form	
<b>Responsible:</b>	Purchasing Manager, Safety Manager	

## Purchasing Materials and Equipment

### Policy

INCA has a system in place for the purchase of materials and equipment. INCA's purchasing of materials and equipment for Head Start or Early Head Start complies with Federal, State and Local mandates/requirements.

### Purchase Request Classroom Materials and Equipment

Requests for purchase of materials, furniture and equipment provided to Head Start and/or Early Head Start participants are submitted to Purchasing Manager.

- When Classroom Teaching staff identify a need for procurement, they communicate the need to the Purchasing Manager or designated management team member with their monthly reports.
- Classroom staff complete a Purchase Requisition form to make a request for needed toys, materials, furniture, and equipment.
- Purchasing Managers reviews fills standards requests and flags items needing further consideration and forwards on to the Education Manager, Head Start Director and/or Executive Director for approval.
- Upon approval Purchasing Manager completes a Quotes/Bid sheet and submits an electronic purchase request to Head Start Director, who follow the Purchasing Policy.
- Upon receiving Purchase Order Number, Purchasing Manager orders necessary materials and equipment.

### Purchase Request for Safety Materials and Services

Requests for purchase of facility equipment and services provided to Head Start and/or Early Head Start participants are submitted to Safety Manager.

- When Classroom Teaching staff identify a need for procurement, they communicate the need to the Safety Manager or designated management team member.
- Classroom staff complete the Safe Environment Checklist for facility materials, services or maintenance needed monthly. If emergency or safety hazards occur staff contacts Safety Manager directly.

## **Purchase Order**

The Purchasing Manager and/or Safety Manager reviews the request and submits the verified need to the Head Start Director and Executive Director, upon review Purchase Manager and Safety Manager generates an electronic requisition and sends it to the Head Start/Early Head Start Director for approval, who then submits it to the Executive Director for final approval.

- Upon approval, the Executive Director sends to Bookkeeping for assignment of Purchase order number.
- [See INCA's Financial Manual for purchasing policy.](#)

## **Definitions/Acronyms**

PC - Policy Council

GB - Governing Board

INCA - Head Start and Early Head Start programs

HS - Head Start program

EHS - Early Head Start program

FEC - Family Engagement Coordinator

## **Dissemination of Policy**

The policy will be made available to all Head Start employees through the agency's website @ [www.incacaa.org](http://www.incacaa.org). The agency will educate and train applicable employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.