



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

JUDICIAL PURCHASING OFFICE

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Dear Colleague,

The Department of Purchasing is comprised of two employees who service the entire Judiciary.

Whether we are soliciting proposals for major renovation projects or ordering business cards for employees, we have rules that we must adhere to in order to sustain accountability. The process that we have created for procurement eliminates any negative repercussions should our records be subjected to outside scrutiny.

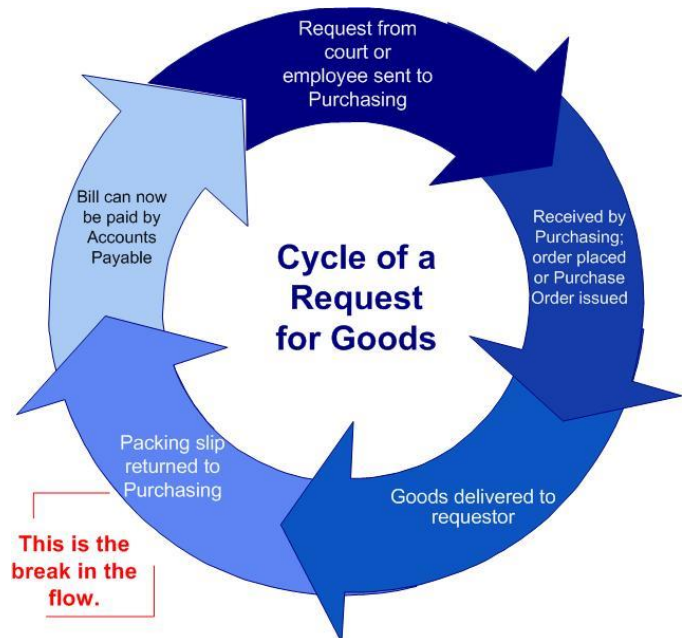
While the daily requests are abundant, we always strive to be precise and timely.

Over the past few months, I have noticed an increase in the amount of incidents where Skip must email employees, who have ordered supplies, to return a packing slip to him. I want to make you aware of how time consuming this has become and breaks the daily rhythm that we have accomplished amid the substantial workload. Additionally, the vendors that we use are also negatively affected. Per our Rules and Regulations, Accounts Payable is not to pay a vendor until all shipping receipts and/or verification that services were received as billed must be included as part of the backup attachment to the invoice.

It is mandatory that when you place and order that you become responsible for the delivery of that order.

When you order a good, your responsibility does not end when you hang up the phone or after you have sent an email request to Purchasing. We require that you return the packing slip to Skip upon delivery of your item(s). We do realize that there are random occurrences where a slip has become misplaced; this should be infrequent and not recurrent. Should you not be able to locate a packing slip for an order that you have received, we ask that you send an email documenting that you have received your order.

We try to make this process as painless as possible but do rely on you for your cooperation. Please keep in mind that if we identify an employee to consistently ignore our procedure, you will be required to issue a memo to the Finance Director documenting why you continue to circumvent the internal Purchasing Rules and Regulations.



With appreciation,

Carla Ciccone
Purchasing Agent