

Chapter: Fiscal Management  
Subject: Purchasing  
Section: 2.7  
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ODJFS Rule:  
COA Standard: PA-FIN 4.02(d)  
Review/Revised: 12/1/20; 8/17/22

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Nicholas Residential Treatment Center has written policies, procedures, and practices governing the requisition and purchase of supplies and equipment. As a County agency, NRTC abides by the following Montgomery County Purchasing Policy and Procedures:

1. All purchases of \$1,000 or less may be paid on a Direct Voucher and do not require a Purchase Order.
2. All purchases from \$1,000 to \$4,999.99 must be entered on a Direct Purchase Order.
3. Purchases from \$5,000 to \$24,999.99 must be entered on a Direct Purchase Order. These purchases require quotes from at least three vendors. These quotes are to be attached to the Purchase Requisition in D365. If NRTC selects a vendor other than the low quote, the justification must be included.
4. Purchases from \$25,000 to \$49,999.99 must be entered on a Requisition. NRTC may enter the name of a suggested vendor on the requisition; however, the County Purchasing Department will solicit quotes from all vendors registered for that commodity.
5. Purchases of \$50,000 or more require a Formal Bid. These items must also be entered on a Requisition. Specifications for the item(s) being purchased will be given to the County Purchasing Department. The Purchasing Department will then prepare the Formal Bid and send it back to NRTC for final approval before it is advertised.