

## **Internal Operating Policy 26-05**

Submitted by Director to the Georgia Public Defender Standards Council: 9/16/2005

Approved by Standards Council: 12/9/2005

Effective: 12/9/2005

Authority: O.C.G.A. § 17-12-5(c) (2)<sup>1</sup>

Subject: Ordering of Supplies

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The following is the policy for the ordering of supplies:

- Items containing the official state seal must be pre-approved by the Deputy Director of Governmental and Fiscal Affairs or the Director before placing the order;
- Any large purchase or change in monthly budget expenditures including furnishings, large equipment, etc. must be pre-approved by the Deputy Director of Governmental and Fiscal Affairs or the Director before purchase; and
- All orders for office supplies, books and publications for the central office, Office of Mental Health Advocate, and Capital Defender Conflict Office must be approved by the Director or Deputy Director of Governmental and Fiscal Affairs before purchase.

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<sup>1</sup> O.C.G.A. § 17-12-5 (c) (2) provides as follows: “(c) The director shall...(2) Develop such rules, policies, procedures, regulations, and standards as may be necessary to carry out the provisions of this chapter and comply with all applicable laws, standards, and regulations, and submit these to the council for approval”.