PURCHASEORDER PROCEDURE

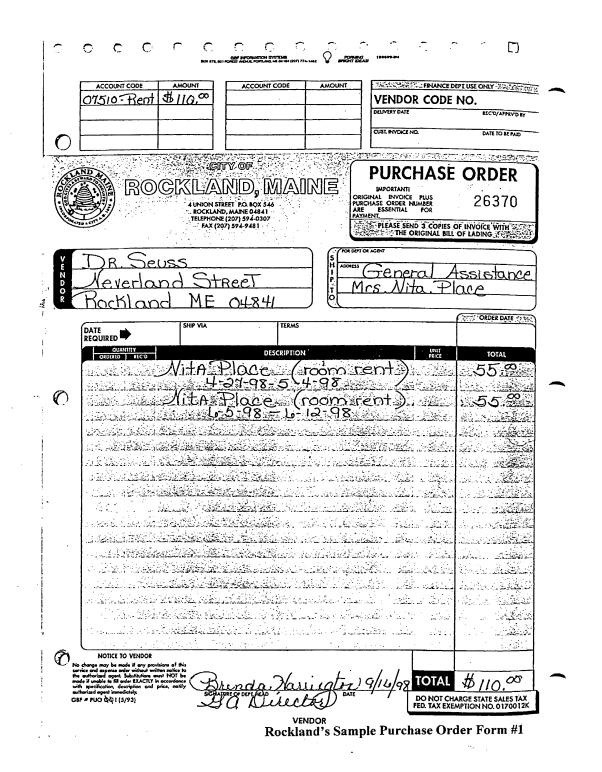
Rent: A purchase order (P.O.) will be written (see form #1, P.O. #26370). The P.O. has 4 parts. The white copy (Vendor copy) will be completed with the name and address of the vendor; the "Ship to" section contains the words General Assistance (GA) as well as the client's name. The upper left hand corner contains the account number (rent) and the total \$ amount for this particular P.O. This page as well as the gold page (Receiving Copy) will be mailed to the vendor. The yellow copy (Finance Dept.) is forwarded to the Finance Department (Accounts Payable). The GA Director will retain the pink copy (Department Copy). The gold copy as mentioned previously will also be given to the vendor (see form #2). This page contains a section to be completed by the rental agent certifying that only the client occupies the unit. It then requires the rental agent to sign and date. This gold copy is to be returned to GA along with an itemized bill. Once the gold copy of the P.O. is received, along with an itemized bill (form #3), it is stamped, dated, okayed by the GA Director and forwarded to Accounts Payable for payment. see form #4).

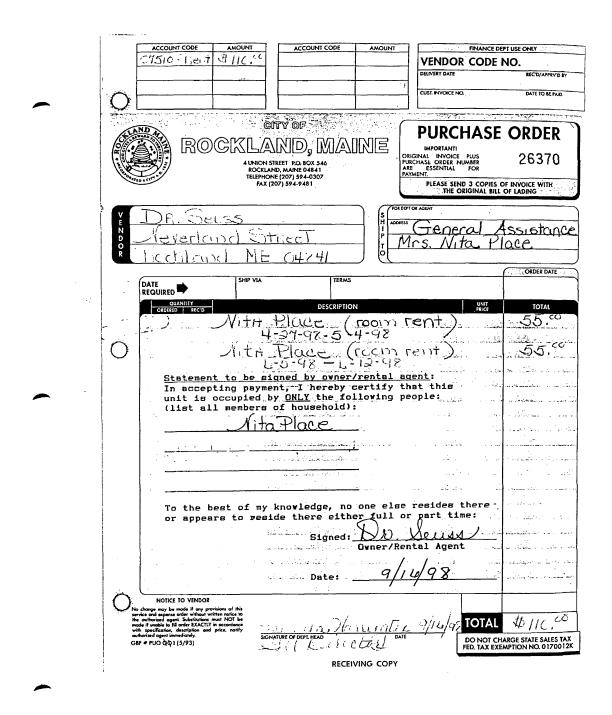
Groceries/Medications/CMP/Oil Vendors: Other P.O.'s for vendors such as grocery stores/pharmacies/Wal-Mart/oil companies/CMP are completed in the same fashion (see form #5 Purchase Order #34586. In this example, the P.O. will be completed in the same way as before. The name and address of the vendor, the "ship to" section contains the words General Assistance as well as the client's name. The description section will state: groceries; oil for residence at (give complete address of client); medications (list the medications and the Medicaid rate); personal items; clothing; electricity for (give the complete address of the client as well as their CMP account number and the name that shows on the bill). With any food purchases, I also write tax exempt, no alcohol or tobacco (see form #6) and I attach a list of "non-allowable snack items" to the P.O.(see form #7). In the case of personal items, I attach a list of allowable items. In this particular case, either the white copy is given to the client, or in the case of CMP, the white copy is forwarded to the vendor (CMP). I have also spoken to CMP and advised them of the amount to be paid by GA and have informed them of the P.O. number. The yellow copy is given to Accounts Payable and the GA Director retains the pink and gold copy. Once the bill is received, the gold copy is stamped, dated and okayed by the GA Director and forwarded to Accounts Payable for payment. (see form #8).

Rockland has only one person in Accounts Payable. She is the only person who sees this P.O. and would have knowledge of the client's name. She has already been advised as to confidentiality.

Brenda Harrington General Assistance Director City of Rockland

GENERAL ASSISTANCE: PURCHASE ORDER PROCEDURE





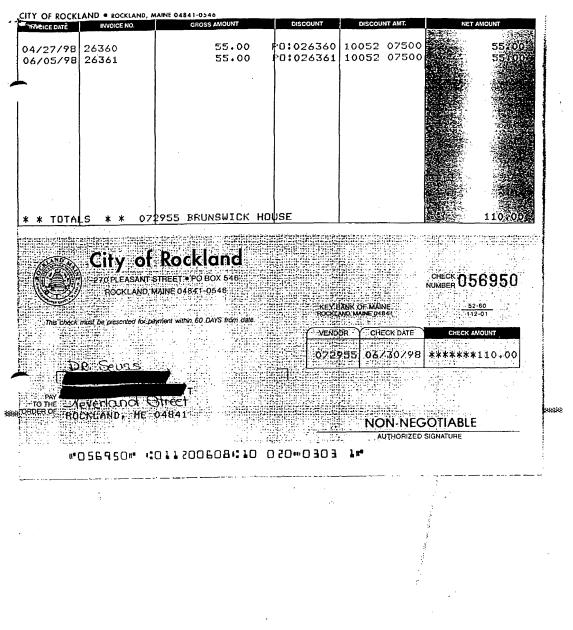
Rockland's Sample Purchase Order Form #2

zss Ξ 6-6-98 City of Kinchlast Areard tourn ME AHAHA Please Penet & 110.00 for the follow, person stoger the Brement Room Nita Place Nita Place 4-27-95-70 5-4-98 \$ 55 6-5-95 70 6-12-90 55 Total Due \$ 110.00

.

•

Rockland's Sample Purchase Order Form #3



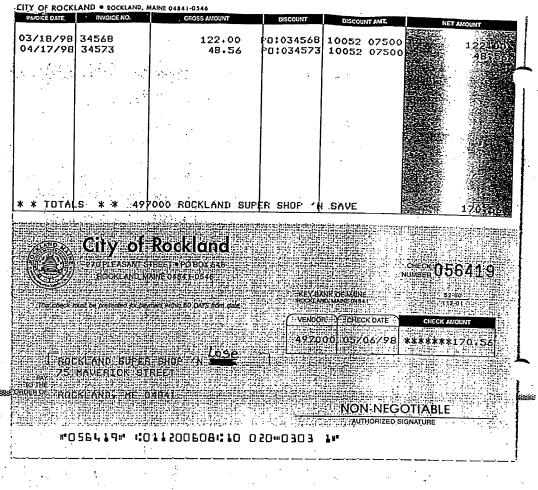
Rockland's Sample Purchase Order Form #4

ACCOL		AMOUNT	ACCOUNT CODE	T CODE AMOUNT	FINANCE DEPT USE ONLY	
Lto	-1/2	135			VENDOR COL	
Here	sonal	37			DELIVERY DATE	REC'D/APPRV'D BY
\				+	CUST. INVOICE NO.	DATE TO BE PAID
· · · · · · · · · · · · · · · · · · ·		Cin	TY OF			
LAND ATT	തര		ND, MA	INTE		SE ORDER
	ROC	270 PLEASAN	T ST P.O. BOX 546		IMPORTANTI RIGINAL INYOICE PLUS RCHASE ORDER NUMBER IE ESSENTIAL FOR YMENT.	34586
ADAATED & CITT		TELEPHONE	, MAINE 04841 (207) 594-0307 7) 594-9481	PA	PLEASE SEND 3 COP	
	••	•			THE ORIGINAL	BILL OF LADING
St	00.	r Los	se	H ADDRESS	T OR AGENT	1-1
Ye	llow	Brick	Rd.	No	<u>Ceneral</u>	Assistance
-+-	Pockle	ind	•			·····
- (+ +		SHIP VIA	TERM	s		ORDER DATE
DATE						
ORDER	ED REC'D		DESCRIPTI	ON	UNI1 \$RIC	TOTAL
Alexandre		<u>in an an</u>	Contraction of the second	، مانغة معالمة الم	بالاستعلاق والمعلية	
Lidaska)	Shixler and	tood	(-Alcak	1 a tor	acco	#135
July and	نے انگراف	NOT OJ	lowed)	See		in state in the second
ale al	adata da C	attach	edilis		eo contactivado a	ad state and the ac
خذ وتعد أحد	للم فكال المتلك الملكة	- Carlos	المنتخر والمتحد	suburt /		la an granner
المراج توراجا	المتحاج وأنقط	tersor	pal iter	ಗಿನಲ್ಲ (೭೯	See	#2.37
2 Beer	ala allas as (rettac	hed li	st_)`	n nigeration di	alla handala andara in
Bernich	alaa aha	والمعلم المعتد الأرار	ารสี่ได้เป็นสารสีสีสีสีสีสีสีสีสีสีสีสีสีสีสีสีสีสีส		مارينا فأفتأ تتفاط معتكما تسترك	and an and a stand a
d	and a state of the second		فالمدادية وتلاحيه أوافيت		adalah katika k	
- 11	a faile a ba	lax	Exempt		د. در فرای مشخص از میشد ک	ales i de callo e tel lo de
د. المرابكة در ا	بالمتالية المتتعدية	ر دار الحر فیند (میلانمیدیکید)	. talazo o dilibiali	والمتحدة المراجعة والمتحد	ni di kasarita	ar Malandara
line.	ander Gescher Verster die State	والمال المحترف المراد والمراد المراجع		1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.	ىلى ئەتىكىتىنى ئ ^{ەر} تىك	and all the state of the second
193	1846.e.e.			والمسلح فستحدث تعدد	inter a state of the	had <u>han han han ha</u> n h
	ماند المحد المحد	rene k	Alexandra and a		Att in Maria	dia diatikaza maza
		and the same	م محمد المحمد المراجع المراجع المراجع المراجع المراجع المراجع المراجع المراجع المحمد المحمد المحمد المحمد المحم	منظن المحمد		
			E PRESERTED FO	R PAYMENT W	LING 30 DAYS.	e in the state of the state
}	enderen en en En en en er	SUL MUSI	(In A BIOLE STATE STATE		to the data serve	La Statistica II
	a an a sharin a shara. A shara a shara	میکاها به دیکام این همیشد. ۱۹۹۵ کارکن این در در ایک	ar a sea a sea An anna an anna an anna an anna anna a	يو، برمانيون بيريونيو ويو د والارديوني بريونيو والارديوني بريونيو	en e	
منت حاصر ا	adalah dal T	an an an the standing of the second	ىلىغە تتارىخ مەنىشى . 	فيقيد ليغر مراسلة مدرست	ىقو يەخىلىدىن ھا ئەتلەتلىيە ، بارىيىتىچە تور	a an ng maa aa aa aha na dagaa ah a
	E TO VENDOR					
	e made if any provisi se order without writte	ons of this n notice to	\sim	· · ,	, , ,	16
the authorized an mode if unable to	fill order EXACTLY in a	xcordance	Sunda.)	Yassi Nata	TOT SILL	AL \$ 172
with specification outhorized agent i GBF # PUO QQ	, description and pr mmediately. 11(5/93)	signun	Len as	IN THE	// DO NO FED. TAX	T CHARGE STATE SALES TAX EXEMPTION NO. 0170012K
			-			

Rockland's Sample Purchase Order Form #5

"SNACK FOODS" Selection must be for for personal hygiene Includes but is not limited to the following under Maine's Expanded Sales Tax: Breakfast Bars Brownies Cakes Candy Cheese Puffs Cheese Sticks Chips (pointa), nacho, tortilla, corn etc.) Cookies HOUSEHOLD/PERSONAL CARE Cheese Sticks Chips (potato, nacho, tortilla, com etc.) Cookies and peanut butter 'n crackers and peanut butter 'n cracker snacks Croissants Dessert Breads, i.e. banana, pumpkin and date nut breads. Dips Doughnuts Doughnuts Drinks containing no fruit or vegetable juice i.e. Gatorade or 10-K Frozen Novelties Frozen Yogurt Fruit Rolls Fruit Bars Granola Bars Gum Ice Cream Ice Mitk Products Ice Cream Sauce and Toppings, including Chocolate syrup Ice Cream Sauce and Toppings, including Chocolate syrup Ice Cream Novelties Iced Tea, instant and pre-tnixed Marshmallows Meat Sticks (Beef Jerky, Slim Jims, etc.) Muffins, except English Muffins Natural Food snacks, I.e. Trail Mix, Yogurt covered Raisins, Carob coated products, etc. Pastries, i.e. Cinnamon Rolls, Fritters, Cream Horns, Turnovers, etc. Pies Popcorn Cakes Popped Popcorn the maintenance and health. TAX EXEMPT 16 or sanitation of the home or : ж., TAT EXEMPT ŝ Pies Popcorn Cakes Popped Popcorn Potato Sticks Pork Rinds Powdered and liquid drink mixes, except powdered milk and intant formula Pretzels Positi to entinuiding Pretzets Ready-to-eat-pudding Rice Cakes Roasted Nuts Sherbert Toaster Pastries Rockland's Sample Purchase Order Form #'s 6 & 7

1



Rockland's Sample Purchase Order Form # 8