

FY07 ITEMS THAT SHOULD BE ON A PURCHASE ORDER:

1. PRINTING SERVICES
2. MAINTENANCE ON COPIERS
3. PURCHASE OF COMPUTERS
4. PURCHASE OF PRINTERS
5. LEASES
6. COPY MACHINES
7. SECURITY SYSTEMS
8. LOCKSMITH SERVICES
9. LEGAL SERVICES
10. COURIER SERVICES
11. TIME STAMP SERVICES
12. DEVELOPMENTAL DISABILITY DIVISION CONTRACTS FOR BUILDING RENOVATIONS
13. GRANT PAYMENTS
14. MAIL MACHINE SUPPLIES (PITNEY BOWES)
15. DELEGATED AUTHORITY PAYMENTS TO DEVELOPMENTAL DISABILITY DIVISION
16. CONSTRUCTION & ENGINEERING CONTRACTS THAT WERE NEVER RECREATED IN RISAIL.
17. DEM PURCHASES THROUGH THE RECREATION TRAIL PROGRAM
18. PROBLEMATIC PO PAYMENTS THAT NEED TO BE PROCESSED ASAP
19. UNIQUE CIRCUMSTANCES WITH JUSTIFICATIONS