

**MCINTOSH TRAIL COMMUNITY SERVICE BOARD  
BID VIA PHONE**

Date: \_\_\_\_\_

Description of item to be purchased: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supplier: \_\_\_\_\_ Salesman: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Price Quoted: \_\_\_\_\_

Bid taken by: \_\_\_\_\_

Program: \_\_\_\_\_

**MCINTOSH TRAIL COMMUNITY SERVICE BOARD  
P. O. BOX 1320  
GRIFFIN, GA 30224-1320  
WRITTEN BID**

To: \_\_\_\_\_ Date of Bid: \_\_\_\_\_

Submitted by: \_\_\_\_\_

It is requested that your firm bid on the item(s) below. Bid must include all costs, including shipping and delivery charges. Bid must be received back in our office within seven (7) work days of above date. Successful bidder will be notified by phone or letter. Right is reserved to reject all and/or part of the bid.

Quantity	Description	Unit Price	Total

This request is for a government agency which is exempt from sales tax.

Indicate how soon from notification your could deliver: \_\_\_\_\_

Indicate name of person to contact regarding this bid: \_\_\_\_\_ Phone No.: \_\_\_\_\_



# McIntosh Trail

Mental Health ♦ Developmental Disabilities ♦ Addictive Diseases

Community Care for Individual Needs

Serving Counties: Butts, Fayette, Henry, Lamar, Pike, Spalding, Upson


Administrative Office

April 1, 2004

1501-A Kalamazoo Drive  
P. O. Box 1320  
Griffin, GA 30224  
phone 770-358-5252  
fax 770-229-3223

## MEMORANDUM

TO: Ann Brooks  
Financial Senior Manager

FROM: Cathy Johnson   
Executive Director

RE: Purchase of Computer Equipment

Computer equipment (Computer, Monitor, Printer, Computerized Projector, Scanner, and Bio Matrix Device) will be solely purchased from Dell Computer Corporation. For the following reasons connectivity to the Mitchell and McCormick (M & M) software must be considered to assure harmonious integration:

M & M will not allow any computer equipment purchased from other sources to be added to their maintenance contract.

Due to stringent configuration requirements, all computers may not be compatible with the M & M software.

Should we have maintenance or interface problems with any computer equipment purchased from other than Dell Computer Corporation, we then would be required to negotiate with two parties regarding the problem.

To alleviate the above difficulties, we plan to purchase all computer equipment as listed above, from Dell Computer Corporation. Therefore, the need to obtain vendor bids is not necessary when purchasing computer equipment from the Dell Computer Corporation for connectivity to the M & M software.

cc: Tim Edwards, IT Coordinator  
Mike Shamlee, IT Chief Purchaser  
Pam Burkett, Accounts Payable  
Judy Clay, Financial Operations



**Joint Commission**  
on Accreditation of Healthcare Organizations

### CRITICAL EQUIPMENT FORM

Equipment and Motor Vehicle Purchases FY- 2008

(Must Be Typed)

Budget Summary # \_\_\_\_\_ Department # \_\_\_\_\_

Request is for: (check one)  Equipment  Motor Vehicle

Type of Equipment Requested: \_\_\_\_\_

**NOTE:** (List all of one type on one page, or all that is being purchased from one Vendor all at the same time; give price per each item rounded to nearest whole dollar. LIST ONLY ITEMS COSTING \$100.00 OR MORE EACH.)

Item:	Cost Each:	X	Total Cost:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL PURCHASE PRICE for all items on this request: \$0.00

JUSTIFICATION OF  EMERGENCY NEED OR  CRITICAL NEED:

(Emergency is: Cannot provide service to consumer without)

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_  
Program/Center Director

**NOTE: AT THIS POINT TURN IN TO BUSINESS MANAGER**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Associate Director

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Business Manager

Approving Authority: \_\_\_\_\_ Date: \_\_\_\_\_  
Pamela McCollum, Exec. Director

Requests will be returned to you with an **APPROVAL STAMP** after all signatures have been obtained. At that time, the purchase can be made with budgeting at next revision, if not already done so.

**DO NOT** mix different kinds of items on the request.  
The Equipment item must cost \$100.00 or more each per item.  
**DO NOT** list items that cost LESS than \$100.00 each, these are not equipment and should be budgeted elsewhere.  
**EQUIPMENT is items having a life of 3 years or more and a cost of \$100.00 or more per item.**

### Computer Equipment Protocol

1. Get a quote from Dell on the items to be listed on the Critical Equipment form.
2. Complete a Critical Equipment form.
3. Send completed Critical Equipment form to the Chief Financial Officer for approval.
4. A copy of the Critical Equipment form will be sent to the site involved and the IT Chief Purchaser.
5. Secure a purchase order number from Accounts Payable.
6. Fill out a Purchase Order form found in FormDocs.
7. Turn the following into Accounts Payable:
  - A. Purchase Order form
  - B. The quote (hardcopy) from Dell
  - C. A copy of the approved Critical Equipment form
8. Accounts Payable will process a check after receiving an invoice from Dell to match with the Purchase Order.
9. Accounts Payable will attach yellow copy of the check to the Purchase Order and backup paperwork for filing.
10. The Financial Resources Department will complete a spreadsheet for the Auditor (monthly) from the paid checks received from Accounts Payable: this spreadsheet balances to the General Ledger.
11. The Financial Resources Department will write up an Inventory Card(s) and assign a decal number (sticker); then the decal number is added to the spreadsheet.
12. The Financial Resources Department will make a copy of the computer equipment inventory card(s), attach decals and send them to the IT Chief Purchaser with a form letter to be signed/dated and returned once the decals are actually put on the computer equipment.
13. The IT Department will update the computer equipment inventory list from the inventory cards provided by the Financial Resource Department to the IT Chief Purchaser. This card provides all the pertinent information required to be kept on each item.
14. The IT Department will be responsible for providing the Financial Resources Department by April 1<sup>st</sup> of each fiscal year, a printout of the computer equipment current year inventory, by site with a dollar value. This will be used for the annual contents insurance update.
15. The IT Department will provide for the annual audit a printout of all computer equipment purchased during the current fiscal year.
16. The IT Department will maintain and provide for the annual audit a depreciation spreadsheet of all computer equipment, using "Steps for Depreciation" as provided by the auditing firm (attached).
17. The IT Department will maintain and provide for annual audit a list of all computer equipment destroyed during the current fiscal year. Information required: decal number, description of item being destroyed, date of purchase, acquisition cost, and copies of approved destroy form as backup.

**Agreed By:**

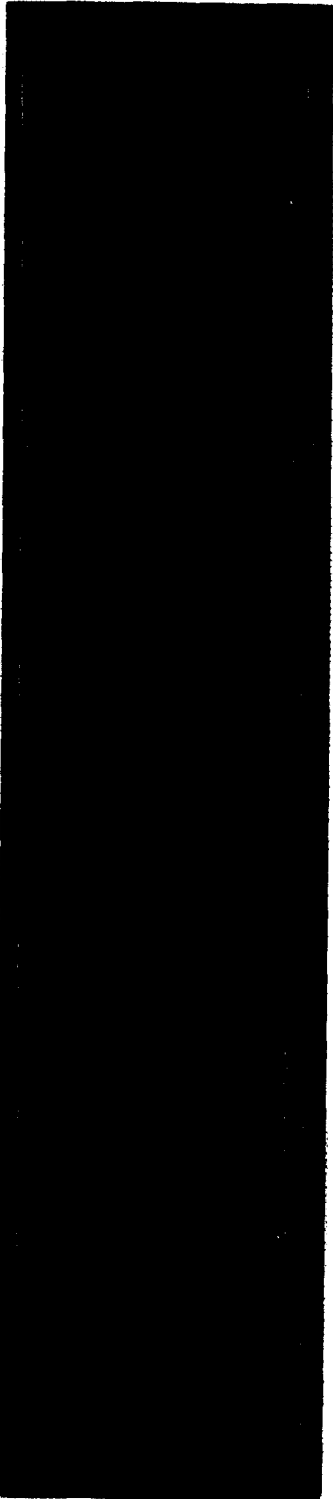
\_\_\_\_\_  
Signature Shari Thomas, Chief Financial Officer \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature Rodney Risper, IT Chief Purchaser \_\_\_\_\_  
Date

**Approved By:**

\_\_\_\_\_  
Signature Pamela McCollum, Executive Director \_\_\_\_\_  
Date

**Cc: Accounts Payable**



INVENTORY # \_\_\_\_\_  
ITEM: \_\_\_\_\_  
BRAND OR DESCRIPTION: \_\_\_\_\_  
SERIAL #: \_\_\_\_\_ MODEL #: \_\_\_\_\_  
PURCHASED FROM: \_\_\_\_\_  
DATE OF PURCHASE: \_\_\_\_\_ PAID: \_\_\_\_\_  
COST: \_\_\_\_\_ CHECK #: \_\_\_\_\_  
LOCATION OF ITEM: \_\_\_\_\_

## Steps for Depreciation

1. Anything bought prior to 07/01/94 was depreciated down to \$1.00.
2. Anything bought from 07/01/94 and forward were depreciated as follows:
  - a. Electronics – 6 years (computers, monitors, TV, microwaves, modems, multiplexers, VCR, CD players, cameras, camcorders, projectors, interactive CD).
  - b. Furniture – 10 years (furniture, refrigerators, washers, dryers, typewriters, calculators, copiers, check signer, storage buildings).
  - c. Light truck camper – 5 years (same as light trucks, autos, and vans).
  - d. Items depreciated down to \$1.00 will be carried at a \$1.00 value as long as the item is listed on inventory and still in use by McIntosh Trail CSB.

FY 95 07/01/94 - 06/30/95  
FY 96 07/01/95 - 06/30/96  
FY 97 07/01/96 - 06/30/97  
FY 98 07/01/97 - 06/30/98  
FY 99 07/01/98 - 06/30/99  
FY 00 07/01/99 - 06/30/00  
FY 01 07/01/00 - 06/30/01

FY 02 07/01/01 - 06/30/02  
FY 03 07/01/02 - 06/30/03  
FY 04 07/01/03 - 06/30/04  
FY 05 07/01/04 - 06/30/05  
FY 06 07/01/05 - 06/30/06  
FY 07 07/01/06 - 06/30/07  
FY 08 07/01/07 - 06/30/08