

River Valley Child Development Services

PURCHASING FROM AGENCY VENDORS

Practice

Effective: May 17, 2011

Employees of River Valley Child Development Services, hereinafter referred to as RVCDS, making personal purchases from River Valley vendors are permitted as long as these rules are followed:

1. An employee may not bill items to River Valley's or any program's accounts
2. An employee may not use River Valley's or any program's tax exempt status
3. An employee must pay taxes on all purchases
4. An employee must comply with vendor's requests concerning form of payment (cash, check, money order)

River Valley, nor any of its programs or employees, is responsible for any personal deliveries that are lost or damaged.

River Valley, nor any of its programs or employees, is responsible for the care and custody of any items an employee may purchase (example: requires refrigeration or freezing).

Violations of this practice may result in disciplinary action up to and including termination.