

## LCCS POLICY 225

### Purchases Involving a Conflict of Interest

<b>Original Issue Date:</b>	10/13/1989
<b>Revision Dates:</b>	2/12/1999
<b>Revision Number:</b>	1
<b>Current Effective Date:</b>	1/10/2000
<b>Obsolete/Combined Date:</b>	
<b>Reason for Obsoleting/Combining:</b>	
<b>See new Policy #:</b>	

<b>Scope:</b>	All LCCS Staff
<b>Responsibility:</b>	All LCCS Staff
<b>Purpose:</b>	To ensure that LCCS staff do not give unfair advantage to friends, relatives, or other persons of acquaintance when making purchases outside vendors and suppliers.
<b>Legal Cite:</b>	O.R.C. §§ 5153.10, 5153.16. Also reference Social Work Code of Ethics, Legal Code of Professional Responsibility.

---

### **POLICY STATEMENT**

Lucas County Children Services will maintain internal controls to avoid conflicts of interest in the purchase of goods and services.

---

### **PROCEDURE - including required timeframes and documentation**

A conflict of interest as defined in this policy is a relationship with a friend, relative, or acquaintance which could cause other than an objective or equitable decision to be made.

**Each staff person authorized to make purchases in the agency will:**

Provide their supervisor/coordinator/manager/director as well as the Associate Director of Administrative Services, with a list of vendors where a possible conflict of interest exists. The employee will also provide a notice of additions/deletions as they occur. The information provided in all cases shall include the person's name, relationship and place of employment.

**When making a purchase where a conflict of interest exists:**

If the amount is over \$15,000, submit the list of bid specifications to their supervisor/coordinator/manager/director for approval prior to advertising. Within three days after receiving

bids (or proposals), supply their supervisor/ coordinator/manager/director with all available information received from bidders and prospective suppliers.

If the amount is under \$15,000, obtain a minimum of three quotes. Submit the three quotes along with the proposed purchase order to their supervisor/coordinator/ manager/director for signed authorization.

### **Supervisor/Coordinator/Manager/Director**

**For purchases over \$15,000**, notify staff person requesting purchase in writing of their recommendation within five working days of receiving bid information. Within 10 days of receiving bid information, notify accounting in writing of final award recommendation for submission to Board.

**For purchases under \$15,000**, signs approved purchase orders and returns to staff person for submission to accounts payable department. Accounts payable department will obtain signed approval of associate director of administrative services on purchase order. If supervisor/coordinator/manager/director does not approve purchase order, he/she returns unapproved purchase order to staff person with notice of reason for rejection.

---

## **CASE PRACTICE GUIDES**

---

## **RELATED POLICIES and FORMS**