

# ***SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY***

## ADMINISTRATIVE PROCEDURE

**NUMBER: DA1014**

**NAME: STANDARD OPERATING PROCEDURE TO COMPLETE VENDOR ORDERS/RELEASES**

INITIAL APPROVAL DATE:	08/18/1997	APPROVED BY: Industrial Supervisor
REVISION DATE:	09/22/2014	APPROVED BY: Skill Building Committee
REVIEW DATE:	04/20/2023	REVIEWED BY: Policy Committee
DISCONTINUED DATE:	N/A	REPLACED BY: N/A

### I. **PURPOSE**

To insure the smooth flow of production materials to fulfill customer needs in a timely matter.

### II. **APPLICATION**

Populations: **DDA**

Programs: **Direct - ALL**  
**Contracted – N/A**

### III. **PROCEDURE**

- A. Orders received, either by blanket order or fax with purchase orders, are routed to the Sanco Supervisor or Industrial Coordinator.
- B. The Industrial Coordinator and/or Assistant is responsible for releasing orders to the Sanco work floor staff.
- C. The Industrial Coordinator and/or Assistant is responsible for scheduling runs to the vendors in accordance with vendor's needs and/or priorities.
- D. The ordering of all raw materials is the responsibility of the Industrial Coordinator in accordance with the needs of the vendor's releases. In the absence of the Industrial Coordinator, the Sanco Supervisor will order the raw materials.

*NOTE: The Industrial Team coordinates the production/work with the Vocational Team.*

### IV. **DEFINITIONS**

### V. **STANDARDS**

### VI. **ATTACHMENTS**

### VII. **REFERENCES**