

MONROE COUNTY OFFICE OF MENTAL HEALTH

2012 AUTHORIZATION FOR PURCHASE OF LEASEHOLD IMPROVEMENTS GREATER THAN \$10,000

NYS OFFICE OF ALCOHOL AND SUBSTANCE ABUSE SERVICES
NYS OFFICE FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES
NYS OFFICE OF MENTAL HEALTH

WRITTEN BID NECESSARY

AGENCY: _____

LEASEHOLD IMPROVEMENT BEING PURCHASED:

Table with 4 columns: DESCRIPTION, QUANTITY, UNIT COST, EXTENDED COST. The table is currently empty.

(ATTACH QUOTES & DESCRIPTIVE MATERIAL)

JUSTIFICATION OF PURCHASE EXPLAINING WHY THESE FUNDES ARE BEING USED:

Three horizontal lines for providing justification of purchase.

AGENCY FINANCIAL APPROVAL:

HAS COST BEEN INCLUDED IN THE AGENCY BUDGET? YES ___ NO ___

WHAT PROGRAM IS THE EXPENSE CHARGED TO? _____

PROGRAM CODE PER CFR MANUAL? _____

WHAT 3 DIGIT FUNDING CODE IS BEING USED PER CFR MANUAL? _____

FUNDING DESCRIPTION CODE? _____

OMH OASAS OPWDD (Please Check)

APPROVED BY _____ DATE _____
AGENCY DIRECTOR

APPROVED BY _____ DATE _____
MONROE COUNTY OFFICE OF MENTAL HEALTH

Requirements

The minimum requirements agencies must observe when purchasing leasehold improvements are as follows:

- Purchases in excess of \$10,000: Prior written approval is required from Monroe County. A written bid must be included, and it must be standardized with set specifications. The bid should accompany the Authorization form.

Fiscal accountability and reporting must comply with the State Aid Consolidated Fiscal Reporting system (CFR)

Procedure:

Monroe County will:

- review authorization requests for accuracy, completeness, and bid disclosure;
- notify agencies if additional information is required;
- maintain a tracking system for all requests; and
- advise agencies of the final determination.

Forms and bid backup should be mailed to:

Mr. Jeff McKeown
Financial Analyst
Monroe County Office of Mental Health
1099 Jay St., Bldg J, Suite 201
Rochester, New York 14611