	Montana Mental Health Nursing Care Center **Policy Manual**	Policy Number	310
		Original Date	01/24/1985
	Department: Business Office	Revised Date	01/09/2014
	Resident Account Purchases		

POLICY:

The Center will ensure accountability for all Resident Account Purchases.

PROCEDURE:

1. When employees are shopping for residents they will obtain an accounts payable voucher from the Resident Accounts Office. (Attachment #1)

   A. The employee will verify with the Social Services Technician that there are adequate funds to purchase the items requested.

   B. If the resident is unable to sign, employee will sign the voucher. (See Policy #307)

   C. All receipts for purchases will be attached to the voucher.

2. The person distributing the item to the resident is responsible for marking the item so that ownership can be maintained. Clothing or other soft articles are to be marked with the clothing marker. Furniture watches, small appliances, etc., are to be marked with the etcher. All markings should be placed in a manner that is as inconspicuous as possible.

3. When family members purchase items for the resident, staff receiving items need to notify the Social Worker so that the information can be put onto the Resident Property Card. Please indicate on the Resident Property Card if someone other than the resident bought the item.