

TEMPORARY HELP FROM EMPLOYMENT AGENCIES

SUMMARY

Department may obtain temporary help through the issuance of a Requisition to Internal Services Department (ISD), Procurement Management Division.

PROCEDURE

1. Prepare a Requisition (form 160.04-3, Rev. 3/83). Indicate the classification(s) and number of hours of work required of the temporary help.
2. Obtain the signature of the person authorized to initiate a purchase request.
3. Distribute copies of the Requisition according to the instructions on the bottom of the form.
4. ISD/Procurement Management Division will process the Requisition and issue a Purchase Order (P.O.) to the vendor.
5. Department is responsible to monitor usage of Blanket P.O. and not allow temporary help to continue working if Blanket P. O. limits will be exceeded. Departments should also monitor overall allocation when drawing Blanket PO's against allocation.

Exceptions

Classification not previously approved for the department will require approval by the Personnel pipeline Committee (PARC).

Note

Accounts Payable, Finance Department, will not process invoices for payment of temporary help without a valid Purchase Order.

CONTACT(S):

Department/Division

Internal Services Department/Procurement Management Division

Finance Department/Accounts Payable