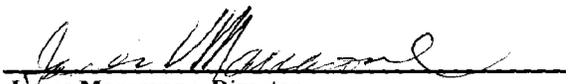


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
DIVISION OF YOUTH SERVICES**

<b>Subject:</b> <b>PURCHASING</b>	<b>Policy Number:</b> <b>11</b>
<b>Number of Pages:</b> <b>1</b>	<b>Section:</b>
<b>Attachments:</b> <b>NONE</b>	<b>Related Standards &amp; References:</b>
<b>Effective Date:</b> <b>June 1, 2012</b>	<b>Approved:</b>  <b>James Maccarone, Director</b>

**I. Policy**

It is the policy of the Mississippi Department of Human Services, Division of Youth Services that the provision of office space, telephones, and equipment, and the purchase of office supplies, is the responsibility of the Court district to which employees are assigned.

**II. DEFINITIONS**

As used in this policy and procedure, the following definitions apply:

Court District – Chancery, County and Municipal Court within the DYS staff assigned counties.

**III. PROCEDURE**

The Youth Services Counselor Staff should follow the Chancery, County and Municipal Courts procedures to request the purchase of any necessary items to perform work duties.