


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

<b>Subject:</b> Purchasing	<b>Policy Number:</b> 11
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<b>Attachments:</b> None	<b>Related Standards &amp; References:</b>
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**I. POLICY**

It is the policy of the Mississippi Department of Human Services, Division of Youth Services, Community Services Section that the provision of office space, telephones, 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 Court, or Municipal Court within the counties to which Division of Youth Services staff are assigned.

**III. PROCEDURE**

The Division of Youth Services staff should follow the Chancery, County, and Municipal Court's procedures to request the purchase of any necessary items to perform work duties.