

**CENTRAL STATE HOSPITAL  
PROCEDURE**

SUBJECT: **PURCHASING AND ORDERING OF SUPPLIES/MATERIALS/SERVICES**

ANNUAL REVIEW MONTH: June

RESPONSIBLE FOR REVIEW: Financial Services Director

LAST REVISION DATE: July 2009

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**I. POLICY**

A. PURPOSE: This policy prescribes the minimum requirements for all departments to use when ordering equipment, supplies/materials, and services. Every order or request from department/unit will cause some type of purchasing action.

B. DEFINITIONS:

DOAS – Department of Administrative Services  
GTA – Georgia Technology Authority  
GCI – Georgia Correctional Industries

C. POLICY STATEMENT: The State purchasing authority rests with Department of Administrative Services, Purchasing and State Purchasing Division. DOAS and the Department of Behavioral Health and Developmental Disabilities (DBHDD) have delegated purchasing authority to the Procurement Officers. The Georgia Procurement Manual and state laws are specific in the functions of the Agency Procurement Officer and will serve as a guide in carrying out his/her responsibilities. This policy will primarily address equipment, supplies, and materials that are not stocked in the General Warehouse.

E. DISCUSSION:

Procurement is charged to ensure all purchases utilizing State dollars are made with the lowest responsible vendor. To accomplish this, Procurement is dependent upon the cooperation and assistance of all departments/services and employees. The following practices must be observed:

1. Employees will refrain from placing orders or any binding obligation to expend funds unless specific authority from the Procurement Officer is given in advance.
2. The Procurement Office will be the primary contact with vendors. There may be special circumstances because of technical details, which will make direct contact between vendors and end user more practical. Procurement Officer will delegate direct contact on a case-by-case basis.

3. Department/Services must advise the Purchasing staff, as far in advance as possible, of plans, which will require major purchases. With regard to such purchases, the Procurement Officer should be advised by the end-user when a vendor's representative visits a department/unit to discuss any proposed major purchase. The Procurement Officer will send a representative when available.
4. Employees will refrain from revealing any information regarding any purchase in progress (pricing/specs) or future plans of the hospital in which a vendor's representative is not directly affected. This may/could weaken or void the bargaining position of the Hospital. All bids or quotes, whether sealed or open, are confidential and cannot be disclosed until an award of Purchase Order or Contract is made. No exceptions.
5. No direct contact will be made with the state purchasing authority (DOAS Purchasing Division) except through the Procurement Officer.
6. The Procurement Officer has full authority to question the quality, quantity, kind of materials, and type of items requested, in order that the best interests of the hospital may be served and to insure compliance with state purchasing laws.
7. Receiving will inspect shipment for damage at the time of receipt. Departments/Services must further inspect issued items when delivered for possible errors or damage. Do this before signing the Receiving Report or Delivery Ticket. Damages or errors should be reported to the Gen Warehouse Manager immediately. Shipping errors related to procurement of incorrect goods will be reported to the Procurement Officer.
8. Specifications given in the "Description" column of purchase requests should be as simple as is consistent with clarity, exactness, and completeness.
9. All requests for new or replacement equipment, whether installed by contractor or Hospital Plant Operations staff, must be reviewed by the Plant Operations Department prior to being sent to the Procurement Office. Request for any equipment for \$1000.00 and up must have an approved detailed equipment form (DEL Form) attached to requisition.
10. To insure standardization, the Medical Product Evaluation Committee must approve all types and kinds of medical equipment. CSH-ADM-1017, "Request for Medical Equipment" must be used for all medical equipment. Request for any equipment including medical for \$1000.00 and up must have an approved detailed equipment form (DEL Form) attached to requisition.

F. GEORGIA LAW MANDATES:

1. Items listed in existing statewide Purchasing Contracts are required to be ordered from the Contract Source. Visit the DOAS web site for current state contract information at [www.statepurchasing.doas.georgia.gov](http://www.statepurchasing.doas.georgia.gov).
2. When purchasing a product or service the APO and the requester should adhere to the following order of precedence listed below:

1. Statewide Contracts
  2. Agency Contracts (for that agency)
  3. Georgia Correctional Industries (GCI), Georgia Enterprises (GEPS) or Georgia Industries for the Blind (GIB)
  4. Open Market Purchases
2. Uncertified products made by other State agencies are to be given first consideration before going to alternate sources.
- G. Georgia Law requires solicitation of bids or price quotes for purchases of \$5,000 and over. Purchases will not be split to avoid competitive bidding.
- H. State Purchasing Policy requires that all bid opportunities in excess of \$10,000 will be posted on E-quote and the Georgia Procurement Registry. The registry may be viewed at:
1. [www.statepurchasing.doas.georgia.gov](http://www.statepurchasing.doas.georgia.gov)
  2. Procurement
  3. GA Procurement Registry (Bid Opportunities)
- I. Competitive bids, if required, are obtained through Procurement **Office staff** for all purchase requests (Purchase Orders) valued between **\$5,000** and **\$49,999.99**, up to \$100,000 for construction/ renovation, and unlimited dollars for some special items and services. Non-competitive purchases (under \$5,000) require only one price quote, however, the Procurement Officer will make the determination on whether or not to bid the purchase.

Listed below are the entities and specific categories of purchasing that are exempt from State Purchasing requirements:

1. Government Entities
  - a. All governmental authorities.
  - b. All legislative and judicial branches.
2. Government Entities with Partial Exemptions
  - a. Construction and/or Public Works Contracts for several public authorities, the Board of Regents and the Department of Transportation. This does not apply to purchasing construction or building materials.
  - b. Department of Education's purchase of school textbooks.
  - c. Space Management for real estate administration.
  - d. Department of Defense for purchase and issuance of military property.
  - e. Technical instruments and supplies and technical books and other printed matter on technical subjects; also, manuscripts, maps, books, pamphlets, and periodicals for

the use of the State Library or any other library in the state supported by state funds; also services.

f. Livestock for slaughter and perishable articles, such as fresh vegetables, fresh meat, fish and oysters, butter, eggs, poultry and milk.

g. Emergency supplies of drugs, chemicals and sundries, dental supplies and equipment.

### 3. Services and Other Exemptions

a. Services, which are limited to those services, which are defined by a statute as a “profession” or “professional service”. For example, the following services are statutorily defined as “professions” or “professional services”: certified public accountancy, actuarial services, architecture, landscape architecture, interior design, licensed or accredited appraisers or licensed or accredited financial analysts providing opinions of value, chiropractic, dentistry, professional engineering, podiatry, pharmacy, veterinary medicine, registered professional nursing, harbor piloting, land surveying, law, psychology, medicine and surgery, optometry, and osteopathy.

b. Personal Employment Services: Only those services rendered by a person who works full-time or part-time for and under the control of the state and receives compensation as a salary in direct payment from a department, agency or institution of state government.

c. Department of Community Health for the purchase of health insurance for state employees and public school teachers under the State Health Benefit Plan.

d. Georgia Merit System for the purchase of flexible benefits for State of Georgia Employees.

e. Office of Treasury with respect to investments and investment related services.

f. Hatch and Smith Lever Act purchases - Agricultural purchases from land grant universities.

### **Emergency Purchases should be handled directly with the CSH Procurement Officer.**

State Purchasing has granted the authority to state agencies, departments and institutions to purchase urgently needed items arising from unforeseen causes. An emergency procurement is handled outside of the normal competitive process because of the urgency of the circumstances. Therefore, SPD approval is not required in advance of the emergency purchase. It is always good business practice and considered to be in the best interest of the state to make any procurement as competitive as time permits. The APO must provide the SPD with written justification and a copy of the PO and all pertinent documentation relating to the purchase transaction.

The Procurement Office will process requests within five (5) business days. Requestor should plan for processing and delivery time. Request to procure goods and services directly related to client care, safety and security will be given priority.

## II. PROCEDURE

### EQUIPMENT

#### RESPONSIBILITY

#### ACTION

Requestor or Department  
Head/Service Director

If equipment is on approved fiscal year budget:

1. Will prepare purchasing form CSH-514 providing all critical information and submit electronic requisition through E-Procurement.
  - a. Complete description
  - b. Technical specifications and features.
  - c. Any special performance requirements
  - d. Provide catalog picture or anything to help speed up and process your requests.
  - e. Accounting codes.
  - f. Cost if available.
2. Will have all equipment requests approved by the department's approving authority.
3. Will complete the Detailed Equipment Listing Form 5111 and submit to Financial Services and Plant Operations Departments for any equipment requests including medical, costing \$1000.00 and up must have an approved detailed equipment form (DEL Form) attached to requisition.
4. Will obtain appropriate approval for purchase of medical equipment using CSH-ADM-1017.
5. Will forward to Procurement Office.

Plant Operations

1. Will review requests to determine appropriate electrical, plumbing or structural requirements.
2. Will forward approved request to the Procurement Office.

Procurement Services  
Officer (PSO)

1. Will determine requestor's exact needs.
2. Will review request for required entries.

3. Will advise and assist requestor as necessary in getting request ready for Procurement.
4. Will determine if a trade-in will be used.
5. Will determine procurement method to be applied.
6. Will forward copies of POs or PRs to the requesting person and the General Warehouse..

#### SPECIAL APPROVAL AUTHORITIES

Vehicle purchases recommended by the Vehicle Utilization Committee shall be coordinated through the Plant Operations Department. The approval to purchase a vehicle will be obtained through the Maximo System before submitting the request(s) to the Procurement Office.

All computer equipment requires EDP approval through the Information Services Performance Evaluation (ISPE) Department. The Data Management Department shall obtain the appropriate approvals of Department of Behavioral Health and Developmental Health and DHR IT Office. This includes communications equipment, computer equipment and all other equipment containing microcomputer chips.

#### REGULAR OPEN MARKET PURCHASE (UNDER \$5,000)

This type purchase covers those operational consumable/expendable supplies/materials that are not stocked in the General Warehouse because of low usage, unknown requirements because of repairs, unique to one Department, or special treatment of a client.

- Department (Requestor)
1. Will determine need for materials and/or services; check availability of item from the warehouse.
  2. Will contact assign Business Manager to establish availability of funds.
  3. Will contact vendors to obtain or verify cost of item(s). The Procurement Officer is available to assist in locating a vendor.
  4. Will identify the validated amount. (Attach written price quote if available.)
  5. Will prepare form CSH-514 Requisition Form, submit electronic requisition through E Procurement giving all pertinent information including quantity, quality, specification, brand or model number (if applicable), validated amount, suggested suppliers, accounting data and any other appropriate information. Attach supporting documents when applicable, such as specification, emergency justification etc.
  6. Will submit a hard copy of the requisition to the Procurement Office after E requisition has been entered.

- Procurement Staff
1. Will screen and review form to determine:
    - a. Completeness, quantity, and validation.
    - b. Potential vendors.
    - c. Type of purchase.
  2. Will process purchase order, provide a copy to requestor and receiving
  3. Maintain a copy pending receipt of goods and invoice to prepare the accounting package.

NOTE: A purchase order may be denied when item(s) of similar stock in warehouse will serve the same purpose.

Upon delivery:

Action

Pharmacy, Plant Operations, General Warehouse and Food Warehouse will receive item(s) in PeopleSoft and print receiving report for end-users and send a copy to Procurement.

- Receiving Warehouse
1. Will check quantity, condition, and adherence to purchase order and specifications, and notify vendor of any damages and make arrangement to return and/or exchange.
  2. Will notify ordering organization and either deliver with receiving report, or have ordering organization pick up requested item(s).

Requestor

Will inspect; if satisfactory, will sign and return receiving report. If not satisfactory, will note on receiving report and return with item(s) to Central Receiving warehouse.

**Do Not** call vendor, warehouse/receiving staff will contact vendor.

- Central Receiving Staff  
Food Warehouse/CK Staff
1. Forward Receiving Report to Procurement Office.

EMERGENCY PURCHASING

State Purchasing has granted the authority to state agencies, departments and institutions to purchase urgently needed items arising from unforeseen causes. An emergency procurement is handled outside of the normal competitive process because of the urgency of the circumstances. Therefore, SPD approval is not required in advance of the emergency purchase. It is always good business practice and considered to be in the best interest of the state to make any procurement as competitive as time permits. The APO must provide the SPD with written justification and a copy of the PO and all pertinent documentation relating to the purchase transaction.

- |   |    |  |
|---|----|--|
| Service Chief/Department Head/Office Director | 1. | Determine need for emergency purchase.           |
|   | 2. | Insure availability of funds.                    |
|   | 3. | Contact the Procurement Office for instructions. |

**LOCAL PURCHASES OF HAZARDOUS CHEMICALS**

- |                         |    |   |
|-------------------------|----|---|
| Requestor               | 1, | Will notify Procurement to obtain Material Safety Data Sheets (MSDS) from Vendors on requisition for every purchase of chemicals. |
| Procurement Staff       | 1. | Request MSDS from vendor in comment section on the purchase order.  |
|                         | 2. | Will send copy to the appropriate Facility Safety Director.   |
| Central Receiving Staff | 1. | Will check all incoming chemical orders for MSDS sheets.  |
|                         | 2. | If MSDS not received, call vendor and request MSDS or go on-line to MSDS site and hold items until MSDS is received.              |

**LEASE/RENTAL CONTRACTS**

These procedures cover just the basic operational or housekeeping type maintenance and services contracts required for daily operations. These contracts are more complex and requires special handling in the form of approvals, bidding, and awards. Conditions, performance standards, requirements, and specifications must be as concise and precise as possible. These contracts require much thought, prior planning, and take longer to bid and award. Special state laws, DOAS, GTA, and DBHDD procedures will guide all procurement functions. These are Requestor minimum/requirements to start a process.

**RESPONSIBILITY**

**ACTION**

- |                   |    |  |
|-------------------|----|--|
| Requestor         | 1. | Will contact assign Business Manager to establish availability of funds.   |
|                   | 2. | Will submit memo with complete requirements and specifications through hospital approval chain to the Procurement Office. Who, what, where, when, how much, how many and how often questions should be answered in detail. |
|                   | 3. | Will notify Procurement each year (90 days prior to expiration date of the contract) of intent to renew, drop contract, or re-bid.   |
| Procurement Staff | 1. | Will review requisitions for completeness before processing.   |
|                   | 2. | Will draft and format needed services into a bidding package and obtain necessary hospital management approvals.   |

3. Will confer with "Requestor", Plant Operations Director, architect, and /or management as necessary.
4. Will forward to Office of Financial Services for bidding, OR if within Procurement and Services Officers authority, will bid and award to vendor.
5. Will notify department head (requestor) of award and other particulars of contract.
6. Will coordinate, appoint and notify the Contract Administrator for each contract when awarded.
7. Will contact awarded vendor/contractor each year (90 days prior to expiration date of the contract) of intent to renew, drop contract, or re-bid.
8. Will process as necessary in accordance with terms and conditions of contract.

Contract Administrator Will ensure terms and conditions of a contract are performed by the vendor/supplier. If not, notify Procurement Office.

(Most knowledgeable person or user of equipment/services in Budget Organization) Will sign the vendor/supplier delivery/service ticket verifying service/work was performed, obtain hospital copy of ticket, and forward to the Procurement Office.

Procurement Staff 1. Will resolve any complaints with vendor/supplier.

### **CONTRACTS**

This procedure covers contracts for maintenance, services, labor/ materials to be supplied to the hospital.

### **LABOR/MATERIALS CONTRACTS**

Construction projects less than \$100,000 will be handled and processed locally. See Policy # 3.17. The Procurement Office will forward those projects totaling more than \$100,000 to Georgia State Financing and Investment Commission (GSFIC).

### **RESPONSIBILITY**

### **ACTION**

Plant Operations Director 1. Determine availability of funds for approved labor/materials project to be accomplished by outside contract.

2. Coordinate development of terms, specifications and drawings upon approval of architect/engineer within the guidelines of the Department of Administrative Services, Purchasing & Surplus Property Division "Project Manual".
3. Forward completed project manual and specifications to the Procurement Office.

Procurement & Services  
Officer

1. For project less than \$100,000, will process locally following Policy 3.17.
2. For projects in excess of \$100,000, will forward the necessary project manual & specifications to . Georgia State Financing and Investment Commission (GSFIC).

### **MAINTENANCE CONTRACTS**

Maintenance contracts cover any serviceable items of equipment owned by the hospital, which can be identified by a serial number such as office equipment, laboratory equipment, etc. In general, maintenance contracts are less costly than paying for service calls on an individual on-call basis.

### **RESPONSIBILITY**

### **ACTION**

Service Chief/Department  
Head/Office Director

1. Determine need for maintenance contract and availability of funds.
2. Prepare form CSH-514 and submit electronic requisition through E Procurement include:
  - a. name of item(s)
  - b. model and serial number
  - c. period to be covered by contract
  - d. location of item(s)

### **RESPONSIBILITY**

### **ACTION**

Procurement and Services  
Officer

1. Process contract following purchasing regulations.
2. Furnish requesting organization with copy of contract.

**SERVICE CONTRACTS**

Service contracts cover personal and professional services such as calibration of scales or controls, nursing services, administrative or teacher supplements, janitorial services, waste disposal, pest control, etc. Due to the varied and complex nature of this type of procurement, organizations desiring service contracts should contact the Procurement and Services Officer for specific instructions. The Procurement and Services Officer will obtain approval from Financial Services prior to approving service contracts.

**OBTAINING COPIER/DUPLICATOR EQUIPMENT**

Copiers are for state business only. Utilize the Print Shop to print documents when 100 or more copies are needed.

**RESPONSIBILITY**

**ACTION**

Service Chief/Department  
Head/Office Director

1. Determine that need exists.
2. Contact Procurement and Services Officer for assistance with cost figures.
3. Prepare form CSH-514 and submit electronic requisition through E Procurement include:
  - a. proposed location
  - b. estimated average copies per month
  - c. required features
  - d. estimate volume increase next six months
  - e. locate nearest copier/duplicator and determine distance from proposed location;
4. Determine that necessary funds are available **and** submit requisition containing your departmental and Financial Services approval signatures.

Procurement and Services Officer  
the

1. Review request and select from statewide contract appropriate brand and model of equipment based on average monthly volume and features needed.
2. Verify with Financial Services that funding is available.
3. Coordinate delivery, setup and training with vendor

and end-user.

**TERMINATING COPIER/DUPLICATOR EQUIPMENT**

- Service Chief/Department Director/
1. Determine that equipment is no longer needed.
  2. Notify Procurement Office by memorandum, giving desired termination date.
- Procurement and Services Officer
1. Take necessary action to terminate copier agreement.
  2. Send memorandum to notify service chief, department head or office director of effective termination date, with a copy to chief accountant.

**UP-GRADING OR ADDITION OF FEATURES TO EXISTING EQUIPMENT**

- Service Chief/Department
1. Determine need for change in equipment due to:
- Head/Office Director
- a. significant increase or decrease in average monthly volume; or
  - b. need for addition or deletion of special features.
2. Send memorandum requesting change to Procurement Office.

**III. REFERENCES:**

**Georgia Procurement (GPM)**  
CSH Policy 3.12 Purchasing Card  
CSH Policy 3.03 State Property Management  
CSH Policy 3.07 Requesting Operating Materials/Supplies from General Warehouse Asset Account  
CSH Policy 3.17 Construction Contracts Processing and Bidding

**IV. APPROVED BY:**

**This procedure was approved by the CEO and CMO in September, 2009.**

Attachments:

1. Attachment 1-CSH-ADM-514 (2008) Request to Purchase
2. Attachment 2-CSH-ADM-1015 (2008) Detailed Equipment Listing
3. Attachment 3-CSH-ADM-1016 (2005) Bidders Response Form
4. Attachment 4-CSH-ADM-1017 (2005) Request for Medical Equipment

**CENTRAL STATE HOSPITAL  
REQUISITION**

**TO:** Procurement Office  
**PO#:** \_\_\_\_\_

**Date:** \_\_\_\_\_  
**PO Number:** \_\_\_\_\_

**PLEASE FURNISH THE ARTICLES LISTED BELOW:**

ITEM	NIGP CODE	COMPLETE DESCRIPTION	QNTY	UNIT	UNIT PRICE	EXTENSION
<b>EXCEED</b>					<b>VALIDATED NOT TO</b>	\$ -

**AVAILABLE SOURCE:**

<b>ACCOUNT NO:</b>	Statewide Contract #	<b>TAX ID#</b>
<b>VENDOR:</b>		<b>VENDOR#</b>
<b>ADDRESS:</b>		
<b>PHONE:</b>		<b>FAX:</b>
<b>FAX:</b>		

<b>BUDGET CODE:</b>
<b>ACCOUNT:</b>
<b>FUND:</b>
<b>FUND SOURCE:</b>
<b>SUBPROGRAM:</b>
<b>CLASS:</b>
<b>FY:</b>
<b>PROJECT:</b>

**PURCHASE FOR:** \_\_\_\_\_  
**ADDRESS:** Central State Hospital  
**DELIVER TO:** Lawrence Bldg Receiving Department  
**REQUESTED BY:** \_\_\_\_\_  
**DELIVERY DATE:** \_\_\_\_\_

**DEPT. HEAD/BUSINESS MANAGER**



Georgia Department of Human Resources  
DETAILED EQUIPMENT LISTING

**NOTE: Hold mouse cursor over cell to see instructions "pop up". See submission**

Asset ID #	
Form Control #	
Date	

Organization Unit/Contractor Name:		Division/Office:	
Street Number Name and P.O. Box (if applicable)			
City:	State:	Georgia	Zip Code:
Preparer Printed Name:	Preparer Phone Number:		
Decal Number:	XX-XXXXXXX	Asset Management Location #:	
Equipment Description:			
Location:			
Serial Number:			
Department ID:		Project ID	
Fund Source	% of Project	Fund Source	% of Project
Fund Source	% of Project		
Purchase Order #	PO Line Number	Voucher Number	
Acquisition Date:	Acquisition Amount:		\$750.00
Account Number:	Class Code Number:	305	
Vendor Name:			
Is this replacing other equipment? (Enter "X" in appropriate box.)		Yes	No
If yes and this is for computer equipment, enter the OIT Help Desk ticket number where you requested that the hard drive(s) be removed from the equipment to be surplus.			
If no, explain below why this is not replacing equipment or why the old equipment is NOT being surplus. (New staff, new office, etc.)			
Explanation:			
The decal attached to this form MUST be placed on this piece of equipment. "I certify that the decal number referenced above has been affixed to this equipment".			
Signature			Date

Shaded fields are to be completed by Division/Office personnel receiving the equipment.

**BIDDER'S RESPONSE FORM**

<b>Request for Quote Number:</b>	
<b>Requisition Number:</b>	

**SCOPE:** This specification covers a(n) \_\_\_\_\_.

**VENDOR INFORMATION:** The \_\_\_\_\_ offered shall be equal with the detailed requirements listed below (unless otherwise noted). Bidders are to indicate exactly what they are offering in each one of the following blanks in the "Bidder's Response" Column. If this is not done or it is incomplete, YOUR BID WILL NOT BE CONSIDERED FOR AWARD until you furnish all the information. DO NOT USE "COMPLY", "YES", "OK", "SAME", an "X", a "V", a "CHECKMARK" or a "DITTO" MARK, UNLESS BIDDING EXACTLY AS STATED.

**SUPPORTING DATA:** Bidders must furnish catalog pages, specification sheets, or similar data to support statements made in the BIDDER'S RESPONSE column. Failure to furnish required data MAY BE CONSIDERED AS CAUSE FOR REJECTION OF BID.

**Basic Requirements**

<b>Specifications:</b>	<b>Bidder's Response (Equal to Requirement):</b>	
	<b>Manufacturer:</b>	
	<b>Brand:</b>	
	<b>Model:</b>	



CENTRAL STATE HOSPITAL Request for Medical Equipment			
<b>Name of Requestor:</b>		<b>Date:</b>	
<b>Location</b> (Bldg/Unit/Ward):		<b>Room Number:</b>	
Medical Equipment			
<b>Manufacturer:</b>	_____		
<b>Model:</b>	_____		
<b>Price:</b>	_____		
<b>Quantity:</b>	_____		
<b>Source:</b>	_____		
<b>Specification of equipment:</b>	_____		
<b>Justification for request:</b>	_____		
<b>How is this need currently being met?</b>	_____		
DDO Authorization			
<b>DDO:</b>	<i>Print Name</i>	<b>Date:</b>	_____
_____			
<i>Signature</i>			
For Medical Product Evaluation Committee Use Only			
<b>Approved:</b>		<b>Date:</b>	
Yes   No	_____		
<i>Signature of Biomedical Engineer</i>			
<b>Recommendations:</b>	_____		
<b>Approved:</b>	Yes   No	<b>Date:</b>	
			_____
<i>Signature of Medical Product Evaluation Committee Chairperson</i>			
<p><i>Please send completed form to Medical Product Evaluation Committee Chairperson, Yarbrough Building, fax # 2118 for biomedical recommendations and Committee approval.</i></p>			