

# CONTRACTS 1.0

## Statutory Authority -- 1.3

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**Issued:**

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**Revised:**

**Signature:**



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**By:** Cathy R. Taylor, DrPH, MSN, RN  
Assistant Commissioner  
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### **POLICY**

When required by the Department of Finance and Administration, statutory or legal authority to contract with various entities must be paraphrased and the appropriate section of the Tennessee Code Annotated stated in all contracts submitted to the Bureau of Health Services.

### **APPLICABILITY**

This policy applies to Local Health Department, Regional and Central Office personnel.

### **PURPOSE**

To assure legal authority for the contractual relationship.

### **PROCEDURE**

When required by the Department of Finance and Administration, the statutory authority to contract with a particular agency for a service must be stated in the beginning of the contract. This part of the contract must paraphrase appropriate sections of the Tennessee Code Annotated (T.C.A.). The particular section being paraphrased from the code must also be labeled as to which T.C.A. section was used.

Any applicable federal rules, regulations and/or laws should also be referenced or paraphrased in this part of the contract.

**NECESSARY FORMS**

Contract Processing Worksheet

**OFFICE OF PRIMARY RESPONSIBILITY**

Fiscal Services Section, Bureau of Health Services, (615)741-7305