

CONTRACTS 1.0

Purchase of Services -- 1.14

Authorization for Direct Purchase -- 1.14.b

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POLICY

Authorization for Direct Purchase (sometimes referred to as Delegated Purchase Authority or DPA) of services may be used to contract for services where it is not possible to determine in advance the services needed or the cost of each service.

APPLICABILITY

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

PURPOSE

Purchase of health care and related services in a timely manner where the review of each transaction would be impractical.

PROCEDURE

Authorizations for Direct Purchase (DPAs) will be negotiated with the initiating unit and processed in accordance with Bureau Policy 1.1.

NECESSARY FORMS:

1. Authorization to Vendor
2. TDH Contract Processing Worksheet
3. F & A Contract Summary Sheet
4. F & A Contract Summary Sheet Supplemental Schedule (as applicable)

REFERENCE DOCUMENTS

Rules of the Department of Finance and Administration, Chapter 0620-3-3-.05 (a)

OFFICE OF PRIMARY RESPONSIBILITY

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