

PURCHASING 4.0

Purchase Requests -- 4.1

Purchases Exceeding \$5000 -- 4.1.a

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POLICY

All purchase requests for equipment, supplies and other commodities exceeding \$5000 which are to be made through the state purchasing system must be reviewed and approved by the Fiscal Services Section of the Bureau of Health Services.

APPLICABILITY

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

PURPOSE

To centralize review and approval processes in order to ensure better accountability.

PROCEDURE

All purchase requests which exceed \$5000 are to be forwarded to the Fiscal Services Section of the Bureau of Health Services (FSS) for review and signature prior to any commitment to purchase. The FSS is responsible for forwarding requests to Property and Procurement.

Local, regional and central office personnel will work with the Fiscal Services Section of the Bureau of Health Services (FSS) to ensure that the following information is included on a purchase request for any kind of equipment:

- whether or not the equipment is being paid for by state funds, federal funds, county funds or combination of these and the percentage of each.
- the 3 digit state code identifier for federal grant funds.
- the tag and serial number on equipment that is an upgrade for any existing equipment (includes RAM upgrades).

TCA 12-3-210, require that agencies secure at least three (3) competitive bids on all delegated purchases which exceed \$2000. Section 12-3-804 further requires all agencies to actively secure bids from minority owned, female owned and small businesses. A current listing of active and certified minority owned, female owned and small businesses can be found on the Governor's Office of Diversity Business Enterprise Intranetwebsite @ <http://intranet.state.tn.us/businessopp.activbus.pdf>.

NECESSARY FORMS

Forms will vary according to type of purchase

OFFICE OF PRIMARY RESPONSIBILITY

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