

PURCHASING 4.0

Purchasing Through Statewide Contracts -- 4.2

Date December 31, 1998

Issued:

Date Last March 23, 2011

Revised:

Signature:



By: Cathy R. Taylor, DrPH, MSN, RN
Assistant Commissioner
Bureau of Health Services

POLICY

Bids and awards of all statewide contracts for centralized purchasing of commodities which are commonly used by most state departments are to be made by the Division of Purchasing of the Department of General Services.

APPLICABILITY

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

PURPOSE

To enable state departments to purchase commonly needed supplies and equipment at a much reduced cost.

PROCEDURE

Before making purchases of any needed supplies and/or equipment, check the monthly listing of all statewide contracts to determine if an item is on contract. If the item is on contract, a **Purchase Request, PH-0009** must be completed. The Purchase Request form must be signed by an authorized person in the lower right-hand corner next to "Unit Authorization." Property and Procurement of the Department of Health will do the necessary ordering of these items.

Retain a file copy of the Purchase Request. Send the completed Purchase Request directly to Property and Procurement unless Bureau of Health Services approval is required.

NECESSARY FORM

Purchase Request, PH-0009

REFERENCE DOCUMENT

State of Tennessee Purchasing Procedures Manual

OFFICE OF PRIMARY RESPONSIBILITY

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