

# PURCHASING 4.0

## Proprietary or Sole Source Purchases -- 4.3

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### **POLICY**

Requisitions for the purchase of items made and sold by one source only must be approved by the Board of Standards before they are processed for bidding.

### **APPLICABILITY**

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

### **PURPOSE**

To ensure accountability in purchasing.

### **PROCEDURE**

To purchase items made and sold by one source, complete a **Purchase Request, PH-0009**, according to the guidelines. A memo should be attached to the **Purchase Request** stating information regarding the features that one brand has that no other brand possesses and how these features are important to the specified program. The approval or disapproval by the Board of Standards will be based on this justification for proprietary purchase.

Submit the completed **Purchase Request** and memo to the Fiscal Services Section of the Bureau of Health Services (FSS) for review and approval. The FSS will forward the request through Property and Procurement to the Board of Standards.

**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