

# PURCHASING 4.0

## Purchasing Selected Commodities on Departmental Contracts -- 4.4

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**Date** December 31, 1998

**Issued:**

**Date Last** March 23, 2011

**Revised:**

**Signature:**



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### **POLICY**

A departmental contract for purchasing commodities specific to the functioning of one of its departmental divisions may be obtained through a Purchase Request.

### **APPLICABILITY**

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

### **PURPOSE**

To allow for flexibility while maintaining and ensuring accountability in purchasing.

### **PROCEDURE**

Employees wishing to establish selected commodities contracts must complete a Purchase Request, PH-0009. It is important that the employee follow the procedures outlined in the Purchasing Procedures Manual for requisitioning such purchases.

### **NECESSARY FORM**

Purchase Request, PH-0009

**REFERENCE DOCUMENT**

State of Tennessee Purchasing Procedures Manual

**OFFICE OF PRIMARY RESPONSIBILITY**

Property and Procurement, Department of Health, (615)741-1091