

# PURCHASING 4.0

## Emergency and Rush Order Purchasing -- 4.5

### Rush Order Purchasing -- 4.5.b

---

**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**

Rush orders to purchase supplies needed within a couple of days must be transacted by Property and Procurement. All rush orders should be kept to a minimum.

#### **APPLICABILITY**

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

#### **PURPOSE**

To maintain accountability in purchasing.

#### **PROCEDURE**

It is important to use rush order purchases only when absolutely necessary.

If the cost of the item to be purchased is less than \$2000, Property and Procurement of the Department of Health must be called and given information regarding the quantity, item description, date needed and whether the item will be picked up or is to be shipped by the vendor. In order to process this request, a

purchase request number must be assigned from a blank **Purchase Request, PH-0009**.

If the item is on contract and shipment can be made within the specified time period, Property and Procurement will place a phone order with the contract vendor. If the item is not on contract, Property and Procurement will secure bids from vendors stocking the item. A phone order will be placed with the vendor who can supply the item at the quickest available time. The purchase request number will be used as the purchase order number.

If the cost of the item to be purchased exceeds \$2000, a decision will be made by Property and Procurement as to how to proceed in purchasing.

**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