

# PURCHASING 4.0

## Non-Contract Items Less Than \$2000 -- 4.6

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**Revised:**

**Signature:**



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

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### **POLICY**

Bidding on orders for items not on contract and totaling more than \$400 but less than \$2000 must be transacted by Property and Procurement of the Department of Health.

### **APPLICABILITY**

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

### **PURPOSE**

To ensure and maintain accountability in purchasing.

### **PROCEDURE**

When making purchases of items not on contract, complete a **Purchase Request, PH-0009**. Price quotes are not required; however, if a purchase has been discussed and a quote received from a bidder, list the name of the company, the person the bid was discussed with and the quoted price on the Purchase Request form. Submit this form to Property and Procurement. Property and Procurement will do the necessary bidding on these orders.

### **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