

# PURCHASING 4.0

## Non-Contract Items Exceeding \$2000 -- 4.7

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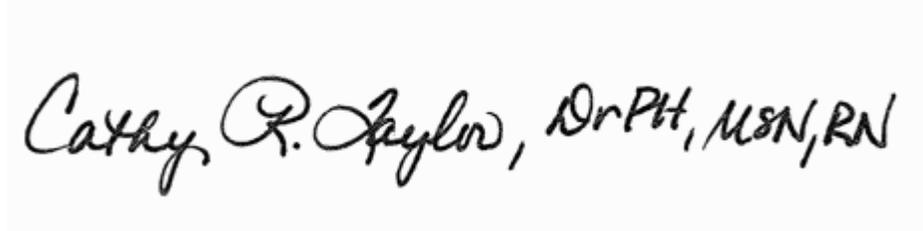
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**Signature:**



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

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### **POLICY**

A Purchase Request must be used to purchase items not on contract which exceed a cost of \$2000.

### **APPLICABILITY**

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

### **PURPOSE**

To ensure and maintain accountability in purchasing.

### **PROCEDURE**

To purchase non-contract items exceeding \$2000, complete a **Purchase Request, PH-0009**. The specifications should be listed, not written in a paragraph form, and should completely cover the performance needs of the program making the request. Any specifications which are especially critical should be specifically addressed. A list should be made of the brand names, model numbers, and the estimated price per item of all brands meeting the specifications. A source of supply and an address should be included for each brand listed. Do not list any vendors who cannot supply the item to be purchased. Justifications should be specific, indicating if worn-out equipment is

being replaced, a new program area is being equipped, a new program is starting, and/or existing equipment is being updated in order to expand usage.

Submit the completed requisition form to the Fiscal Services Section of the Bureau of Health Services (FSS) for approval. The FSS will forward the request to Property and Procurement.

**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