



Purchasing Procedures



Policy A-IC-8

September 15, 2005
Revised June 13, 2019

Purpose: To establish a standard procedure for the procurement of goods and services required for health department operations.

Policy: Three Rivers District Health Department will maintain control over what purchases are made, from which vendors, and who may commit agency funds. Purchase transactions will only be made for actual goods and services that have been approved for purchase. Purchases will be properly coded and recorded. Cash disbursements will be made only for approved, purchased and received goods and services that have been properly coded. Returns and refunds will be correctly processed and recorded. There will be segregation of duties among employees requesting, procuring and receiving goods and services.

Procedure: The authority to enter into purchase, rental, or service agreements that obligate the funds of the Three Rivers District Health Department is held by the Director or a designated Manager. The purchase of certain routine supplies and equipment may be delegated by the District by the appropriate Manager.

- I. A requisition/purchase order (Form A-IC-8(A)) must be completed and submitted to the appropriate Manager. The Manager will approve or deny the request. If the requisition is approved, the Manager will ensure/and or assign the appropriate expense code and forward it to the Director or designee for final approval.
 - A. If a single type of good or service purchased is for less than \$3,000.00 annually, purchases may be made from any available source of supply as long as the best value for each purchase is obtained.
 - B. When an expenditure for a single type of good or service is more than \$3,000.00 but less than \$40,000.00 in a fiscal year, Three Rivers District Health Department will obtain three or more price quotations from qualified sources. The price quotations and the basis for the selection of the source shall be documented and maintained.
 - C. Three Rivers District Health Department will advertise for bids when an expenditure for a single type good or service (not covered by contract) is more than \$40,000.00 in a fiscal year. Advertisements for bids shall be made in accordance with KRS. 424.110-424.150. The price quotations and the basis for the selection of the source shall be documented and maintained.

- II. Upon final approval, the requisition/purchase order (Form A-IC-8 (A)) will be processed by the purchasing agent who will assign a purchase order (PO) number and place the order for the goods and/or services. The purchasing agent will distribute the copies of the PO and e-mail the originating Manager confirmation of order placement.

- III. When goods are received, the designated administrative and/or support services staff checks them in, records the receipt on the appropriate POs, and distributes. The accounts payable clerk receives the invoice, ensures payment from the proper cost center, and attaches the appropriate audit documents.

- IV. Payment for unauthorized goods and/or services shall be the responsibility of the person placing the order.

District Director

Date

Chairperson, Three Rivers District Board of Health

Date

Form A-IC-8(A)

Purchase Order # _____

BILL TO:

**Three Rivers District Health Department
510 South Main Street
Owenton, KY 40359
(502) 484-3412**

Requisition and Purchase Order Form

Invalid without assigned purchase order number and required signatures

To: _____

Date _____

Terms: _____

Account/Contract No.: _____

Ship To: Three Rivers District

Purchasing Agent: _____

Tax Exempt No. **ST037028**

QTY	Item Description	Rpt. Area	GL Acct	Minor Obj	Func-tion	Unit	Price	Recvd

Requesting party signature: _____
Department Manager signature: _____
District Director signature: _____

Total Cost \$ _____

Comments: _____