



Administrative Policies and Procedures: 3.33

Subject:	Purchasing
Authority:	TCA 37-5-106; 4-3-1103
Standards:	COA: PA-FIN 4.03(c)
Application:	To All Department of Children's Services Employees
Policy Statement:	
The Department of Children's Services shall conform to all procurement rules and regulations established by the Tennessee Department of General Services, Central Procurement Office (CPO).	
Purpose:	
To ensure compliance with the rules and regulations promulgated by the Department of General Services, as set forth in the Tennessee Department of General Services, Central Procurement Office (CPO), Procurement Procedures Manual and the Central Procurement Office Statewide Purchasing Card Policy and Procedures .	
Procedures:	
A. Appointment of Procurement Officer(s) and Procurement contact staff	<ol style="list-style-type: none"> 1. The Office of Finance & Budget, Contract Management Unit designates a Procurement Officer(s) to serve as liaison for all divisions of the Department of Children's Services (DCS). 2. Each Regional Administrator and Youth Development Center Superintendent appoints a person to coordinate requests for supplies and services. 3. Central Office Directors appoint a staff person within their unit to coordinate requests for supplies and services.
B. Request Process	<ol style="list-style-type: none"> 1. All procurement purchases must utilize Edison and begin with a requisition request. Use of form CS-0249, Procurement Request is discretionary and each Regional office, Youth Development Center Superintendent, and Central Office Director determines their need for utilizing the form. 2. All Payment Card (P-Card) procurement purchases must utilize either form CS-0249, Procurement Request or establish a Service Authorization through the Tennessee Child & Family Tracking System (TFACTS) prior to making a purchase. 3. All purchases over ten thousand dollars (\$10,000.00) must receive the written approval of the Director of the Contract Management Unit prior to the purchase.

Forms:	<u>CS-0249, Procurement Request</u>
Collateral documents:	<u>Tennessee Department of General Services, Central Procurement Office (CPO), Procurement Procedures Manual</u> <u>Central Procurement Office Statewide Purchasing Card Policy and Procedures</u>