



Administrative Policies and Procedures: 30.2

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| Subject: | Purchasing |
| Authority: | TCA 37-5-106; 4-3-1103 |
| Standards: | ACA: 4-JCF-6B-09; 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 Department of General Services and the Department of Finance and Administration.

Purpose:

To ensure compliance with the rules and regulations promulgated by the Department of General Services, as set forth in the [Department of General Services' Purchasing Division, Agency Purchasing Procedures Manual](#) and the [State of Tennessee State Payment Card Cardholder/Approver Manual](#).

Procedures:

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| A. Appointment of Procurement Officer(s) and Procurement contact staff | <ol style="list-style-type: none"> 1. The Division of Contracts and Procurement will designate a Procurement Officer(s). The designated Procurement Officer(s) will serve as liaison for all divisions of the Department of Children's Services. 2. Each Regional Administrator and Youth Development Center Superintendent will appoint a person to coordinate requests for supplies and services. 3. Central Office Directors will appoint a staff person within their unit to coordinate requests for supplies and services. |
| B. Request Process | All non-payment card procurement requests must utilize the Edison procurement system 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 will determine their need for utilizing the form. |

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| Forms: | CS-0249, Procurement Request |
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| Collateral documents: | <u>Department of General Services' Purchasing Division Purchasing Policy Manual</u> <u>State of Tennessee State Payment Card Cardholder-Approver Manual</u> |
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