

**FAMILY PLANNING PROGRAM****SECTION:** Fiscal Administration**POLICY AND PROCEDURE MANUAL****SUBJECT:** Purchasing

POLICY: Each delegate agency shall have written policies and procedures for purchasing supplies and equipment.

GUIDELINES:

1. The procedures should provide for:
 - a. bulk purchasing
 - b. quality, cost, competition to be considered in selection
 - c. competitive bids for major items
 - d. competitive bids for service contracts
 - e. prior administrative approval
 - f. separation of purchasing from receiving
 - g. use of requisition forms.
2. The procedures shall include provision for prior state approval for equipment purchases over \$1,000.

References:

1. PHS Grants Policy Statement, DHHS Publication No. (OASH) 94-50, 000 (Rev.) April 1, 1994, 8-10 Property Management and Accountability.
2. 45 CFR Part 74 "Uniform Administrative Requirements for Awards and Subawards to Institutions of Higher Education, Hospitals, other Nonprofit Organizations and Commercial Organizations; and certain States, Local Governments and Indian Tribal Governments."

Revised 01/04
Reviewed 08/08,
08/13

Page: 1 of 1

