

Northeast Texas Regional Advisory Council
Bio-RAC
TSA-F

Policy and Procedures

Subject: Purchasing

Date Reviewed: 11/04

Origin Date: 11/04

Policy: The Hospital Planning Group (HPG) will approve all purchases utilizing moneys allocated to the Bio-RAC. The General Assembly will approve all purchase utilizing moneys allocated to Trauma and Emergency Health Care grants.

Procedure:

1. Purchases may be approved if one of the following has been successfully completed:
 - A. Competitive bid process with at least 3 bids (lowest bid is not required to be accepted, but documentation of reasons for choice are required if lowest bid is not chosen)
 - B. Product or service has been purchased by another RAC, Governmental entity, or Hospital, which used a competitive bid process.
 - C. Product or service has been purchased by another RAC, Governmental entity, or Hospital with the same or similar grant funds.
 - D. Product or service is available only through a sole source provider and has been purchased by another RAC, Governmental entity, or Hospital.

Procedures for purchasing approved equipment and supplies:

1. All entities must complete a Purchase Requisition. Purchase Requisitions must be approved and signed by the RAC Chair, Treasurer, or the Executive Director. Quotes for equipment/supplies must be attached to Purchase Requisition.
2. After equipment/supplies are received, entities must submit proof or receiving merchandise, i.e. packing labels, invoices, or any pertinent documents that shows items are on hand.
3. Entities must submit all receipts of equipment/supplies ordered and received From the original Purchase Requisition.

Approved and reflected in the minutes of Bio-RAC meeting on: _____