

Policy No.: MMA2

Purchasing Agency

POLICY STATEMENT

Only those individuals as authorized by this policy may commit organizational funds for the purchase of goods and services.

REASON FOR POLICY

[Click here to enter text.](#)

ENTITIES AFFECTED BY THIS POLICY

This policy applies Material Management

WHO SHOULD READ THIS POLICY

All staff, faculty, employees, and agents representing or engaging in practice within Materials Management

DEFINITIONS

PROCEDURES

Only those individuals indicated by title below are recognized agents of the organization and are authorized to order supplies, equipment and services, or to otherwise enter into any contractual agreement, which would obligate the organization to pay for said goods or services.

Those individuals authorized to purchase must do so under the internal policies and procedures of the organization. No individual may commit organizational funds without proper internal authorizations.

The Director of Supply Chain (CFO,COO,CEO)is the only individual authorized to purchase and sign contracts for the organization except for the following:

- Any contract with a value in excess of \$250,000 will be co-signed by either the President/Chief Executive Officer or the Chief Financial Officer or Chief Operations Officer.
- The President/Chief Executive Officer or his or her designee will sign all employment or physician services contracts.
- The Director of Pharmacy is authorized to purchase pharmaceuticals only. The Director of Pharmacy and Director of Supply Chain will review purchasing practices including use of group purchasing contracts on a regular basis. The Director of Pharmacy will not sign any contracts without review by the Director of Supply Chain.
- The Director of Food Service is authorized to purchase food items only. The Director of Food Service and Director of Supply Chain will review purchasing practices including use of group purchasing contracts on a regular basis.
- The Director of Supply Chain may delegate this authority to members of the Purchasing Department or specific individuals in other departments. Such delegation shall be in writing, indicate levels and limitations to that authority, and be included in the departmental policies and procedures.

Violators of this policy will be subject to disciplinary action. In addition, they may be held personally liable for the costs of goods or services ordered.

RELATED DOCUMENTS, FORMS, AND TOOLS

[Click here to enter text.](#)

AUTHORIZING SIGNATURE

David S. Hefner, MPA
Chief Executive Officer, Georgia Regents Medical Center

Date