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Sponsor: *Dominique Lavelanet: MGR, PURCHASING*

Section: *GA-Corporate Resources and Materials Management*

Manuals:

GA-034-004 APPROVAL PROCESS FOR CONTRACT PO25 PURCHASE ORDERS

I. **Purpose :** To establish a process to issue PO25 purchase orders for contracted services that limit and ensure accurate compensation as outlined in the executed contract. Payments for executed physician and service contracts will be processed against a PO 25 purchase order. PO 25 purchase orders are structured to reflect the scope of work and compensation as defined in the executed contract.

A. **Exception: Payments for Settlement Agreements, as approved by Legal and Administration, are processed against a PO 20 purchase order.**

II. **Definitions:**

A. **PO25:** Purchase order numbers issued for contracted services.

B. **Requisition:** Document submitted to Procurement, with appropriate approvals, to request the issuance of a PO 25

C. **Compliance 360:** Broward Health's contract management system

D. **Executed contract:** A contract flagged "executed" in C360. The contract has been signed by Broward Health and the contracted vendor. For GPO contracts, "executed" indicates the contract review process has been completed.

E. **Contract Owner:** Broward Health business representative responsible for the management of the agreement.

F. **Corporate Executive Management:** President & Chief Executive Officer, Chief Administrative Officer, Chief Financial Officer or designee.

III. **Policy: A PO25 is to be issued for all executed contracted services.**

A. The executed contract must be in Compliance 360.

B. The PO 25 purchase order will reflect the terms as outlined in the executed contract.

C. A requisition with required signatures for annual expenditure must be submitted by the contract owner or designee.

D. Any exception to this policy and procedure must be approved in writing by corporate executive management.

IV. **Procedure:**

- A. Contract owner will submit a requisition to the Procurement Department for processing.
- B. The information on the requisition is validated by the CRMM Sourcing Team with the information specified in Compliance 360.
- C. The Sourcing Team issues a new PO25 purchase order or updates an existing one.
- D. Once the PO25 has been issued, an email notification is sent to the contract owner and vendor.

V. **Related Policies**

VI. **Regulation/Standards**

VII. **References**

Interpretation and Administration

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
	Alexander Fernandez: SVP, CHIEF FINANCIAL OFFICER	02/2020
	Jorge Hernandez: VP, SUPPLY CHAIN/CPO	11/2019
	Jose Hernandez: DIR, SUPPLY CHAIN	11/2019
	LaRae Floyd: MGR, BUSINESS DEV & MAT OPS	11/2019
	Dominique Lavelanet: MGR, PURCHASING	11/2019