

Administrative Manual

PURCHASES FROM VENDORS

Policy Number: 12.48

Page 1 of 1

Objective: To establish guidelines for direct purchases from vendors by Covenant HealthCare colleagues (directors, officers, employees, medical staff, volunteers, suppliers, vendors, contractors, consultants and agents).

Scope: All Covenant facilities and wholly owned entities.

Policy: Purchases from vendors (and discounts associated with such purchases) that are for personal use shall be permitted only when they are approved by Covenant for all of its colleagues through Human Resources. Covenant shall communicate the existence of such special purchase arrangements to its colleagues.

This policy is intended to support and complement the Covenant Code of Conduct.

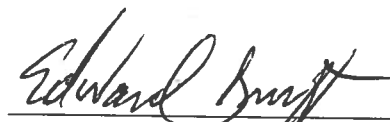
Related Policies/Procedures: Code of Conduct

Reviewed by: Executive Team 11/10/99, Administration 9/2009, 09/2012, 09/2015

Effective date: 12/06/99, 12/06/02, 10/05/05, 09/2009, 09/2012, 09/2015

Review date: 9/2018

Approval:



Edward Bruff, President/CEO

September, 2015
Date