

## F6.7 – AUTHORIZED PURCHASES

### Purpose

The purpose of this policy is to describe the Iowa HHS process for ensuring compliance (including SRs and service sites) with the expectation that all services purchased for project participants are authorized by the project director or their designee on the project staff. (42 CFR § 59.5(b)(7))

### Policy

All services purchased for project participants are authorized by the project director or their designee on the project staff.

### Procedure

Iowa HHS will ensure that each SR has an individualized procedure plan in place that complies with the following:

- Approval process for purchases.
- Process to designate staff other than project director who can approve purchases for the project.
- Recipient's process for monitoring subrecipients and service sites to ensure compliance with this expectation.
- Process for notifying staff about this policy.
- Where staff notification is documented (e.g., statement signed by employee, staff circulars, training records, orientation checklist, etc.) at the recipient, subrecipient, and service site levels.
- How staff are trained and updated on changes to this policy.
- How staff can access this policy (location of paper and/or electronic versions).

Date Created/Revised	October 2024
References	Title X Program Handbook, Section 3, Financial Accountability #8 <a href="https://opa.hhs.gov/sites/default/files/2022-08/title-x-program-handbook-july-2022-508-updated.pdf#page=22">https://opa.hhs.gov/sites/default/files/2022-08/title-x-program-handbook-july-2022-508-updated.pdf#page=22</a>  2021 Title X Final Rule 42 CFR § Part 59.5(b)(7) <a href="https://www.ecfr.gov/current/title-42/chapter-I/subchapter-D/part-59-59.5">https://www.ecfr.gov/current/title-42/chapter-I/subchapter-D/part-59-59.5</a>
Additional Resources	