

Department of Children's Services
INSTRUCTIONS FOR USE OF FORM
CS-0540
CLOTHING PURCHASE AUTHORIZATION

1. **Purpose of the form:** This form is used to request authorization for an initial or emergency clothing purchase.
2. **When it is used?** At any time a clothing purchase is requested.
3. **Who completes the form?** Family Service Workers and Cardholders.
4. **Who needs a copy and where is the original filed?** Original is filed in the child's case file.
5. This authorization **MUST** be completed before a purchase is made.
6. The Clothing Purchase Authorization original receipt must be attached to a completed transaction log.
7. If this form is for a State Payment Card purchase, the Clothing Purchase Authorization original, with appropriate documentation as stated below, must be forwarded to Central Office after reconciliation and review.

IF THIS FORM IS UTILIZING THE STATE PAYMENT CARD, THE ACCEPTANCE OF THIS AUTHORIZATION SIGNIFIES:

That the State of TN may terminate this Contract without cause for any reason. Said termination shall not be deemed a Breach of Contract by the State of TN.

That the Contractor agrees to indemnify and hold harmless the State of TN as well as its officers, agents, and employees from and against any and all claims, liabilities, losses, and causes of action which may arise, accrue, or result to any person, firm, corporation, or other entity which may be injured or damaged as a result of acts, omissions, bad faith, negligence, or willful misconduct on the part of the Contractor, its employees, or any person acting for or on its or their behalf relating to this Contract. The Contractor further agrees it shall be liable for the reasonable cost of attorneys for the State of TN in the event such service is necessitated to enforce the terms of this Contract or otherwise enforce the obligations of the Contractor to the State of TN.

That activities and records pursuant to this Authorization shall be subject to monitoring and evaluation by the State of TN, the Comptroller of the Treasury, or their duly appointed representatives.

That the State of TN is not responsible for the payment of services rendered without specific, written authorization.

Refer to DCS Policy [16.29 Foster Home Board Rates](#)