

# **1413.306 Standard Form 44, Purchase order-invoice-voucher.**

HCA's are responsible for establishing bureau procedures to control the use of the SF 44 and accounting for all purchases made using the form. Bureau procedures shall include instructions covering:

- (a) Maintenance of a list of designated individuals authorized to make purchases using the form;
- (b) Controls for issuing the form to authorized individuals; and
- (c) Review of purchase transactions using the form to assure compliance with authorized procedures.

**Parent topic:** [Subpart 1413.3 - Simplified Acquisition Methods](#)