

Multnomah County DCHS Specialized Client Support Purchasing Verbal Personal Information Disclosure Waiver

In the event that a signed Personal Information Disclosure Waiver has not been obtained, a one-time verbal waiver may be used.

The person obtaining the verbal waiver must attach this form to the client file.

****A signed waiver must be obtained for future purchases.****

Please read this to the client in order to obtain a valid verbal waiver:

I authorize the Department of County Human Services (DCHS) to disclose my name, address, telephone number, and order information to a third party vendor for the purpose of fulfilling my request for in home support supplies to be shipped directly to my residence. DCHS will not disclose anything beyond what the vendor needs to fulfill my order.

I am aware that once my information is disclosed, it is no longer protected and may be re-disclosed or used for another purpose by the vendor. DCHS is not responsible for any acts by the vendor.

Case Manager / County Staff Name: _____ /Jenn Foreman

Client Name: Date of Verbal Confirmation:

By signing this form, I attest that I obtained a verbal waiver from the above named client for the purpose of making a purchase on his/her behalf.

Case Manager / Staff Signature: _____

Date: _____

NOTE: Remind client to send packing slip to us or give us verbal confirmation that they have received the item(s).

Attach packing slip or verbal confirmation form to P-Card reconciliation.