

HACKETTSTOWN REGIONAL MEDICAL CENTER
Administrative Policy and Procedure

SECTION: MATERIALS MANAGEMENT

Number: MM13

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TITLE: PURCHASING SUPPLIES OR EQUIPMENT

PURPOSE:

To provide for a systematic process for departmental ordering of stock and non-stock items and to assure consistent delivery of these items to end-user departments.

PROCEDURE:

1. Department personnel are to order from Materials Management by 12:00 p.m. (noon) on Tuesdays. Emergency ordering will be accommodated on a case-by-case basis and approved by the Manager - Materials Management. Procedures for “off hours” product requirements for both stocked and non-stocked items are provided under Down Time Procedures.
2. Requisitions are to be entered on custom requisition forms provided to each department. Items not on the custom requisition are to be entered at the end of the form with the following minimum information:
 - a. *Item Number (if known)*
 - b. *Suggested Vendor*
 - c. *Vendor and/or Manufacturer Catalog Number*
 - d. *Quantity/unit of measure*
 - e. *Unit Price*

If the item is going to be ordered frequently, the department manager should contact Materials Management in order for it to be added to their custom requisition form. Requests for services, repairs and other non-product requests are to be entered on the standard HCH Purchase Requisition Forms.

3. All incoming requisition forms should be delivered to Materials and should be time dated with date/time stamper. Faxed requests will not be accepted. All forms received after 12:00 p.m. (noon) on Tuesday will be added to the departments' next order.

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4. Once pick-tickets are produced, Storeroom personnel will “pick” the items from the Storeroom bin locations and place them on the staging cart for delivery. Additionally, any non-stock items received during the course of the day are to be added to the staging cart arranged by the delivery department. These items will be delivered either on the current day or held for the next regular delivery day for that department. If the item is either a critical item, a special request or has specific handling requirements (e.g. “must refrigerate”), it will be delivered as soon as possible.
5. During the hours of 10:00 a.m. - closing, Storeroom personnel are to deliver all items on the staging cart for each department that is to receive orders on that day. The department is provided with a delivery document for their records.
6. All Pharmaceutical and Radiological Contrast materials will be delivered directly to their respective departments. The Storeroom will not store these materials.