

SECTION: MATERIALS MANAGEMENT

Reviewed/Revised: 1/10, 4/12, 2/13

TITLE: EMERGENCY ORDERING FOR STOCK ITEMS

PROCEDURE:

1. Only the Nursing Supervisor will be allowed into the Storeroom after hours, on weekends and during holidays.
2. Nursing Supervisor is to proceed to the Materials Management “Night Desk” located in the Storeroom.
3. The details as to what was taken will be entered on a Material Requisition Log. Log will be available on the Night Desk.
4. The following information needs to be entered in the Material Requisition Log for each item:
 - a. Date: Date of the Requisition
 - b. Deliver to: Where the item is delivered
 - c. Charge to Job: Leave blank
 - d. Quantity and unity of Issue Taken: Box, each, etc.
 - e. Description and Item Number: Item number can be found on the shelf label above or below the specific item.
 - f. Signed: Signature of Nursing Supervisor
5. The next business day, Storeroom personnel will enter the item(s) from the Material Requisition Log into Materials Management system in order to update the stock inventory level and charge the Department for the item(s) taken.