

HACKETTSTOWN REGIONAL MEDICAL CENTER
Administrative Policy and Procedure

SECTION: MATERIALS MANAGEMENT

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TITLE: Emergency Ordering For Non-Stock Items

PURPOSE:

To provide a methodology for purchasing non-stock items or services from vendors during non-business hours

POLICY:

1. Only authorized persons shall be allowed to order non-stock items from vendors during non-business hours.
2. The standard Purchase Requisition Form will be used and the following information should be completed:
 - a. **Purchase Order Number:** A Purchase Order number will be issued the following business day;
 - b. **Date:** The date and time of the order;
 - c. **To:** The vendor from whom the item(s) or service were ordered;
 - d. **Quantity:** The quantity of each item ordered and the order of issue (case, box, each);
 - e. **Product Number and Description:** Product/catalog number and a detailed description of the item(s) or service being performed;
 - f. **Item Price:** The price of each item as quoted by the vendor;
 - g. **Amount:** The total amount of the purchase order;
 - h. **Date Required:** Enter "Emergency";
 - i. **Person Contacted:** Enter the vendor contact;
 - j. **Authorized By:** Signature of the authorized person ordering from the vendor.
3. The next business day, the Purchasing Agent/Buyer will verify the purchase with the Department for whom the items were ordered, create a purchase order and call the vendor for verification of the order.
4. The white copy will be sent to the Department with the purchase order number to be filed.