



**Patient Care Support
Services**

**Policy and Procedure
Manual**

Policy #

Effective Date: 9/10/07

Approved By:

Subject: The Direct Purchasing Requisition (Supply Requisition) Please use for Animal Orders, Radioactive Purchase, Primers and Oligos Orders, Blanket and Standing Orders.

Blanket Order- contains multiple Random Delivery Dates over a period of time, against A single Purchase Order. Purchase Order is processed using a Predetermined Cost Total. This Order will have a Start and End Date, and if not Specified will coincide with our Fiscal Year.

Standing Order- contains a predetermined Quantity of an item to be delivered against a Specific Delivery Cycle. This Order will have a Start and End Date, and if not specified will coincide with our Fiscal Year.

Policy: The Direct Purchasing Requisition (Supply Requisition)

Purpose: The direct purchase requisition is a tool for any department within the hospital to order goods or services through the Purchasing Department. This procedure will instruct the user to properly complete the requisition and also explain the resulting paperwork flow. Supply Requisition

Procedure:

Requisitioning Department

1. Complete the following information on the Supply Requisition

A. Department information

- Department name
- Name and extension of the person completing the form
- Exact area where supplies are to be delivered
- Chart of Accounts: charge to
- Account coding
- Fund number, if applicable
- Approval signature(s)

B. Purchasing information.

- Date requisition completed
- Date supplies required (specify exact date)
- Supplier name (if known)
- Quantity and the purchase unit of measure
- Catalog number and detailed description

- Pricing (if known)
 - Any special instructions to be noted in the description section.
2. After completing all above areas on the requisition and obtaining the proper authorization/signature, the top white "Purchasing" copy is sent to the Purchasing Department and the second yellow "Department" copy is retained in the department. The only exception to this routing would be in the case of a funded item. The white "Original" copy of the requisition would be sent to the Fund Coordinator to review, code, sign and forward to Purchasing to process.
 3. Upon receipt of the requisition in the purchasing Department, the Purchasing Agent will then become responsible for processing the order in the approved manner.
 4. After the purchase order has been entered into the computer, the requisition will be filed by cost center.