

HARBOR-UCLA MEDICAL CENTER

SUBJECT: ORDERING NON-STOCK ITEMS VIA  
VARIOUS VENDORS

POLICY NO. 501

**POLICY:**

To establish paper flow and on line procedures for processing non-stock items for procurement.

**PROCEDURE:**

**1.0 HS2 Processing**

- 1.1 The completed Request for Procurement of Supplies or Services form HS2 is time stamped received by the Receptionist. Authorized signature must be on the HS2.
- 1.2 HS2 are entered into the Data Tracking system by senior clerk.
- 1.3 The senior clerk assigns the HS2 to the appropriate Procurement Assistant (PA) to place the order.
- 1.4 The orders are placed with the vendors via telephone, fax machine, or mail using the established County procedures. See Policy and Procedure #MMP086, entitled "Materials Ordering."
- 1.5 The PA enters the order into Hospital Materials Management System (HMMS), via the computerized transaction known as "PROC."
- 1.6 After the order is entered into HMMS, the HS2 document is stamped "ENTERED."
- 1.7 A completed copy of the HS2 is stripped and distributed as follows:  
 ORIGINAL: Procurement File  
 GREEN: Extra (PA)  
 YELLOW: Requestor  
 PINK: Department (Requestor) (Extra)

**2.0 On Line Requisition Processing (OLR)**

- 2.1 On Line Requisition (OLR) are reviewed by Supply Officer and assigned to the appropriate Procurement Assistant (PA) to place the order.
- 2.2 OLR is assigned a Purchase Order number by PA and order is placed.
- 2.3 After the order is placed the requestor can review the OLR system for tracking.

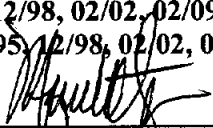
EFFECTIVE DATE: 09/89

SUPERSEDES:

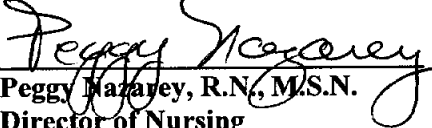
REVISED: 8/95, 3/96, 12/98, 02/02, 02/09

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