

HARBOR-UCLA MEDICAL CENTER

SUBJECT: RETURNS TO STOCK

POLICY NO. 503

PURPOSE

To establish guidelines and procedures for returning materials from user departments to inventory.

POLICY

Returning un-used stock to the Materials Management Warehouse Section.

PROCEDURES

- 1.1 Returns are typically made for the following reasons:
 - Incorrect item was issued/ordered
 - Excessive quantity was issued/ordered
 - Discontinued usage of the item
 - Approaching the expiration date
 - Damaged
- 1.2 The "Return To Stock" form (Attachment I) is used to record and process a return to stock.
- 1.3 After materials are returned to the Service Unit Stockroom, a determination must be made either to place the materials back into stock or to salvage the item.
- 1.4 Returns should be credited to the User Department's budget if the items are placed back into stock, transferred to another Medical Center Service Unit or returned to the vendor. Supplies that are scrapped, donated or sold should not be credited to the User Department. Any sales receipts should be credited to the Service Unit's budget.
- 1.5 The User Department and Materials Management are responsible for identifying items that should be returned to the Materials Management Stockroom and for preparing a "Return To Stock" form.
- 1.6 The Warehouse Supervisor is responsible for determining if that item should be placed back into stock or salvaged when it is returned by a User Department.
- 1.7 The Warehouse Supervisor is responsible for entering return data into the Hospital Materials Management System (HMMS) and filing documents after a return transaction is completed.

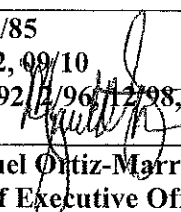
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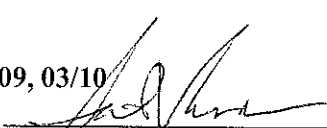
SUPERSEDES:

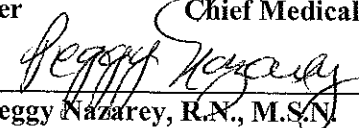
REVISED: 12/98, 02/02, 09/10

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- 1.8 The User Department and Materials Management determine if an item(s) is to be accepted as a return by verifying the following:
- Incorrect item(s) issued
 - Excessive quantity was issued
 - Discontinued usage of the item
 - Approaching the expiration date
 - Damaged
- 1.9 User Department completes and signs a "Return To Stock" form indicating item number, quantity returned and reason for return.
- 1.10 The User Department personnel returns and signs a "Return To Stock" form.
- 1.11 User Department delivers the item(s) to the Stockroom.
- 1.12 Warehouse supervisor or designee reconciles the materials returned with information contained on the "Return To Stock" form. Corrects any errors on form.
- 1.13 Warehouse supervisor or designee processes returned items by inspecting for damage or approaching/past expiration date.
- 1.14 Warehouse supervisor or designee determines whether items currently are stored in the Materials Management Stockroom.
- Communicates information above to Warehouse Supervisor who makes final salvage/return to stock decision.
- 1.15 The Warehouse Supervisor is to determine if returned items should be returned to stock or salvaged by the following.
- Considering information supplied by Picker/Stocker.
 - Analyzing planned usage of items.
- 1.16 If Salvage:
- Follow procedure on "MATERIAL SALVAGING".
- 1.17 If Return to Stock:
- Authorize Picker/Stocker to place items back into stock.
 - Stocking/Distribution Service Unit places items back into stock.
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1.18 The Warehouse Supervisor processes the "Return To Stock" form:

- To enter data into "HMMS".
- File "Return To Stock" form chronologically by User Department in User Department Order File.

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ATTACHMENT I

HARBOR/UCLA MEDICAL CENTER
MATERIALS MANAGEMENT
RETURN TO STOCK FORM

HMMS CODE	ITEM DESCRIPTION	QTY

DEPARTMENT _____

DATE _____

AUTHORIZED SERVICE DIRECTOR SIGNATURE _____

UNIT CODE # _____

DELIVERY LOCATION _____

RECEIVED BY _____

SIGNATURE

PRINT NAME

DATE

PROCESSED BY _____

SIGNATURE

PRINT NAME

DATE