



Rancho Los Amigos National Rehabilitation Center PHYSICAL THERAPY DEPARTMENT POLICY AND PROCEDURE

PROCUREMENT OF DEPARTMENT EQUIPMENT AND SUPPLIES

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PURPOSE: To identify the method for procurement of miscellaneous equipment and supplies.

POLICY: Miscellaneous equipment and supplies for department use are ordered electronically through the GHX On-line Requisition (OLR) system via Rancho intranet. All requests for supplies and service stock transactions for department use require justification for the need and the approval of the Director.

PROCEDURE:

I. REQUESTING EQUIPMENT

- A. Requests can be made by any member of the Physical Therapy Department staff by completing the OLR process as long as the item is below the purchase limits set for department GHX ordering. OLR must be filled out completely, including total amounts, vendor information and justification. Justification must accompany the request to support approval by the appropriate Clinical Manager and Physical Therapy Director.
- B. Designated persons in the treatment areas and the Physical Therapy Office:
 - 1. Keep a current inventory and make requests far enough in advance to prevent exhaustion of supplies.
 - 2. Reorder as necessary by following the steps below.

II. PROCESSING

- A. The treatment area clerk or authorized OLR requestor:
 - 1. Locates a vendor/source of supply. Requests price quotes from vendor if applicable.
 - 2. Submits order request by using OLR system.

3. Will be notified during each step of approval via email and respond to requests appropriately

III. RECEIPT OF EQUIPMENT

A. The treatment area clerk:

1. Checks for accuracy and completeness of order.
2. Signs and dates Materials Management receipt(s) on "received by" line and retains one copy of the receipt form(s). (This does not necessarily indicate approval of the equipment, merely receipt of it.)
3. Print the OLR " and notes delivery date retain in delivery area.
4. Forwards the receipt to the Physical Therapy Office.
5. Material Safety Data Sheet (MSDS) forms received with a product will be forwarded to the Department Safety Officer for dissemination.

B. Physical Therapy Office clerical personnel:

1. Retain receipt sent by delivery area
2. Consult with Materials Management if questions regarding order arise.


Director, Physical Therapy Department