



**POLICY AND PROCEDURE MANUAL
PHARMACY SERVICES**

SECTION: **PROCUREMENT**
SUBJECT: **SUPPLIES AND EQUIPMENT**

CODE: 7.12.0
DATE: 1/5/82
REVISED: 12/27/2018, 4/19/22
APPROVED: Tinh Tran, Pharm.D.
Page 1 of 1

POLICY

To ensure that the Pharmacy Department has the necessary supplies and equipment to maintain pharmacy services.

PROCEDURE

- 1 Supplies and equipment that are needed are requested by electronic ordering with the On-line GHX Procurement Suite.
- 2 The Pharmacy Director or designee will oversee and approve all purchases through the GHX.
- 3 Purchases \$1,500 and over will require quotes from 3 different vendors.
- 4 Supplies and equipment with a unit cost of greater than \$5,000 must be requested and approved in advanced by Finance and purchased using Fixed Assets.

Reviewed: 7/11/2014bdk, 4/19/2022 TT

Approved By: *Ben Arndt*