

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

Subject: SERVICES, SUPPLIES, AND EQUIPMENT: ORDERING AND TRACKING		Original Issue Date: August 7, 2002	Policy #: 720
		Supersedes: November 10, 2016	Effective Date: November 23, 2020
Individuals /Committees Consulted: Administrative Committee	Reviewed & Approved by: Dean, College Operations and Student Services Director, Educational Resource Center College Governance	Approved by: (Signature on File) Provost, College of Nursing & Allied Health	

PURPOSE:
To ensure services, equipment, and supply orders are processed quickly and efficiently.

POLICY:
The following Medical Center processes/forms are initiated for requesting services and supplies:

- GHX Procurement: Services, supplies, and equipment
- Facilities Management Request: Online for minor repairs
- Building Alteration Request: Major projects that require increased time and money
- Sole Source Justification: Service, equipment or supply from a specific vendor only
- Membership Approval form: Required for memberships/dues. Renewals (e.g. mandatory instructor certifications) do not require Membership Approval form.

Only authorized personnel may generate and approve GHX requests.

All GHX requests must be approved by the Provost/designee.

Services, equipment, and supplies must be requested from County contracted vendors only.

Order status is tracked through the GHX system

GHX Request Log is reviewed for accuracy and timeliness.

PROCEDURE:
Authorized personnel:

- Generates the GHX. The justification section must include rationale for purchase such as:
 - How it will meet regulatory agency/DHS/LAC + USC Medical Center standards/requirements
 - Cost benefit/savings
 - Frequency of use/number and classification of employees who will benefit from use of the equipment
 - Consequences of not obtaining the equipment/service
 - Adequacy of current equipment (quantity/quality)
- Checks with Service and Supply (S&S) Coordinator if order not received
- Notifies S&S Coordinator when order received
- Gives copy of packing slip, when available, noting date received, to S&S Coordinator when item(s) are received.

Subject:

SERVICES, SUPPLIES, AND EQUIPMENT: ORDERING AND TRACKING

Service and Supply Coordinator:

- Reviews GHX Log:
 - Requisition number
 - Date request initiated/approved
 - Cost
 - Item (description, indicate if new)
 - Cost center & requestor (name)
 - Category
 - Last order date
 - Purchase order number
 - Date item received
 - Any comments pertinent to item/request status

Communicates with Dean, College Operations and Student Support Services any pending request.

PROCEDURE DOCUMENTATION:

GHX Requisition
GHX Log

REFERENCES:

Procurement Policy and Procedure Manual
Sole Source Justification
L.A. County Vendor website

REVISION DATES:

August 7, 2002
July 19, 2005
January 9, 2009
February 14, 2013
November 10, 2016
November 23, 2020