RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

ADMINISTRATIVE POLICY AND PROCEDURE

SUBJECT: REQUESTS FOR SUPPLIES /SERVICES **(Via OLR - Online Automated** **System)**	Policy No: A314 Supersedes: June 16, 2003 Revision Date: February 3, 2016 Page: 1of 3

PURPOSE:
To establish operational guidelines and procedures, for the requisition and procurement of supplies, services, and equipment via the Online Requisition (OLR) automated requisition system.

GENERAL
The OLR is an automated web-based requisition system tool used by RLANRC requestors in preparing requisitions for services and supplies. A Requisition submitted for supplies via the OLR requisition system will automatically route electronically through the delegated authority approval process for approval. After the last approval the requisition will then automatically route to Supply Chain Operations for ordering of supplies.

NOTE: No Department of Health Services workforce member has independent authority to purchase supplies, equipment or service, or commit County funds. An approved requisition is required to initiate the purchasing process. Only the Purchasing Agent or the SCN Purchasing Group/Procurement Offices can issue purchase orders.

Specialty request formats and order templates will be developed for select commodity groups. Exceptions: Fixed Asset and LAC-CAL will require the requestor to fill out the R73 form and submit to the Finance Department.

A. SUPPORT DOCUMENTATION

1. Request(s) that require supporting documentation such as vendor quotes, specification, renewal notices, Emergency justification, scope of work or sole source must be attached to the OLR or mailed to sea-Procurement Section.

B. PROCUREMENT GUIDELINES

1. All supply requisitions will be processed via the OLR system. Requisitions may include warehouse supplies (stocked items) or supplies from outside vendors (non-stock).

C. ACCESS AUTHORITY

1. User accounts for Division/Program/Facility must be activated by the OLR System Administrator, Supply Chain Operations. Authorized persons can create, review, and approve OLR requisitions for specific unit codes and delivery to location code combinations.

EFFECTIVE DATE: February 3, 2016

COUNTY OF LOS ANGELES- DEPARTMENT OF HEALTH SERVICES

APPROVED:

Signature(s) on File.

D. PROCEDURE- REQUEST CREATION AND APPROVAL Of REQUISITIONS AND SPECIAL COMMODITY

1. Complete the request in accordance to the established OLR and Supply Chain Operations guidelines. Ensure that the appropriate Special Commodity selection is made if applicable.

    NOTE: Requestors and Approvers may access the Online Requisition (OLR) System Help Manual tool for step-by-step assistance in creating a new request and the Financial Approval process.
    Requestors may refer to Chapter 2, page 1 for *Create New Request;* Financial Approvers may refer to Chapter 2, page 24 for *Approve Request.* See Exhibits 1 and 2.

2. Specify "Date Needed": if rush processing is required. Provide justification in the Justification Field.

3. Do not combine unlike commodities (i.e. medical and office supplies) or different vendors on one request.

4. Review requests carefully to ensure information is complete and accurate before routing for supervisor approval, and/or commodity review, if required. It is recommended that the request is printed and reviewed by the supervisor prior to routing for online approval.

    NOTE: Failure to flag an item for special commodity review when applicable will result in processing delays. Selection of the incorrect special commodity review for an item will result in cancellation and will require resubmission of the request. Select the appropriate combo commodity for items that need to be reviewed and approved by multiple approvers (i.e. grant combined with specific commodity group).

5. Requisitions are routed through the OLR system in accordance with the workflow set-up, which identifies the first level of approval (supervisor) and established approval authorization designates. Reviewer and approver will receive email notification twice daily to alert them of Requests that require their review and approval.

6. Requests can only be reviewed for status for unit codes (cost centers) assigned to the Department/Program. Any changes to the unit code request workflow must be authorized by the OLR System Administrator.

E. APPROVED REQUEST/PROCUREMENT ACTION

1. Procurement Supervisor will review incoming requests and assign to the appropriate Procurement Buyer. Allow one to two days for the review process to be completed. Procurement Buyer general processing based upon the complexity of the request. Selection of standardized, Approved Product List (APL), template or agreement items will reduce the processing time. Procurement processing guideline targets are established to effect timely processing of all requests. Complex requisitions require additional processing steps.

2. Simple Requests: Standardized Products, Approved Product List (APL) template items, and agreement items allow 5 to 7 business days.

3. Complex Requests: specifications, ISD Requisitions- allow 7 to 10 business days.
    Note: Processing cannot be completed until all supporting documentation is received.

4. Fiscal Year-End: Allow 5 to 7 business days for processing.

5. OLR Updates: Upon completion of procurement processing, OLR will be updated with the assigned PO number, vendor, and actual cost.

6. ISD Processing Timelines: Complex requisition, allow 60 calendar days. Routine requisitions, allow 30 calendar days for ISD purchase order to be issued.

F.   DELIVERY OF GOODS

1. Purchase Orders for supplies that are directed to the warehouse: goods will be delivered by the Warehouse staff and accompanied by a delivery document. Requestors or designates will sign and date the document upon receiving the goods and will be provided a copy for their records.

2. If merchandise is noticeably damaged upon delivery: notation/description must be documented on the delivery paperwork; the department receiving the designated goods is to verify and report any discrepancies to the Warehouse Supervisor immediately.

NOTE: Customer Support: Please contact the OLR System Administrator, Supply Chain Operations, at (562) 401-7273, if you experience any OLR System or require password reset. If unavailable, please contact the Enterprise Help Desk at (323) 409-8000. All new Requestors and Approvers will need to fill out the OLR User Registration Form. The form can be accessed through the Rancho Intranet under Forms. Requestors and Approvers must pre-register in OLR to enable account activation by OLR Administrator. Please SEE Exhibits 3 and 4.

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