



Rancho Los Amigos National Rehabilitation Center

INFORMATION MANAGEMENT SERVICES

POLICY AND PROCEDURE

SUBJECT: PROCUREMENT – SERVICES & SUPPLIES (S&S)

Policy No.: 104
Supersedes: 5/22/03
Revision Date: 5/08/13
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I. PURPOSE:

To establish procedures for requesting services and supplies (S&S).

II. POLICY:

Requests for S&S are ordered through Supply Chain Operations procurement system OnLine Requisition (OLR), after review and approval by the department head and Administration. Requests for standard stationary items which are stocked by Supply Chain Operations require only a supervisor's signature.

III. PROCEDURE:

A. REQUEST FOR SERVICES AND SUPPLIES – STOCKED ITEMS

1. All requests for standard stationary items stocked by Supply Chain Operations are ordered via OLR.
2. A supervisor, upon review, will sign the request.
3. The request is forwarded to Supply Chain Operations.

B. REQUEST FOR SERVICES AND SUPPLIES – NON-STOCKED ITEMS

1. All requests for S&S should be ordered through the OLR system, "REQUEST FOR SUPPLIES OR SERVICES-STOCK TRANSACTION" form through your section head.
2. Your section head will, upon review, approve through the OLR system.
3. Approved OLR request is sent to Administration for final approval.
4. Administrative-approved via the OLR will be forwarded to Supply Chain Operations for processing.

C. DELIVERY/RECEIPT OF SERVICES & SUPPLIES

1. Upon receipt of delivery, Acknowledgement/Receipt is signed by IMS personnel.
2. Copy of receipt maintained in appropriate files.
3. Items are distributed accordingly.

EFFECTIVE DATE:
APPROVED BY:

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES