

VALLEYCARE
OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS
DEPARTMENT: FACILITIES
POLICY & PROCEDURE

NUMBER: 675
VERSION: 1

SUBJECT/TITLE: WAREHOUSE SECTION OPERATING POLICY & PROCEDURES

POLICY: The warehouse section of the Facilities division of Olive View – UCLA Medical Center shall stock, maintain current inventories of, and make available materials and supplies to facilitate the uninterrupted operation of the craft departments.

Warehouse workers are responsible for maintaining all inventory records current and ensuring that materials and supplies are stored under proper security as required by the Los Angeles County Charter.

Unauthorized personnel are not permitted in the warehouse unescorted.

Auxiliary storage areas are never to be left open and unattended.

All requests for supplies and materials require the approval of the director or his designee

PURPOSE: To state the operating policies and procedures of the warehouse section of Facilities division.

DEPARTMENTS: FACILITIES

DEFINITIONS:

PROCEDURE: For procuring supplies and materials which are normally stocked in the warehouse:

1. All requests for supplies and materials must be submitted on Facilities division material vouchers (Form #76M73J-OV486, Commonly referred to as “Pinks”).
2. Material vouchers must contain the following information:
 - a. Quantity ordered;
 - b. Shelf bin number;
 - c. Unit price;
 - d. Location where material is to be used;
 - e. Proper work order charge number.

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3. The voucher must signed by the person ordering the material.
4. The voucher must be approved by a division manager.
5. Warehouse worker shall then:
 - a. Total out the material cost on the voucher,
 - b. Reduce the number of items on the inventory card, and
 - c. Process the voucher for final processing.

For ordering services, rental equipment, or materials not normally stocked in the warehouse:

1. All requests for services, rental equipment, or supplies not stocked in the warehouse shall be submitted on form HS-2 (“Request for Procurement of Supplies or Services”).
2. Request must be approved by a Facilities division manager before being sent to the warehouse.
3. Warehouse worker will verify information and forward the request to Hospital Administration for final approval, retaining a reference copy of the request until a copy of the order is received from the hospital’s Materials Management.
4. If equipment is to be leased, warehouse worker will, after verifying approvals, contact the vendor, make arrangements for the pick-up or delivery and for the return of the equipment.

When materials and supplies are received, warehouse worker will:

1. Verify that the proper quantity has been delivered.
2. Never leave the materials/supplies on the receiving dock unattended.
3. If the materials/supplies are stock items, enter the quantity onto the inventory cards and place the items on their warehouse storage shelves or in the auxiliary storage area.
4. If the materials/supplies are not stock items, place the items in the auxiliary storage area and keep inventory cards until the items are used.
5. Promptly return all shipping invoices to Materials Management.

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| References: | |
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