

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

NUMBER: 90
VERSION: 1

SUBJECT/TITLE: CONFIRMING PURCHASE ORDERS FOR PURCHASES WITHOUT APPROVAL

POLICY:

PURPOSE: To establish a guideline for processing confirming purchases without a pre-Approved HS-2, in accordance with ISD Policy #PP1100 “Retroactive Purchase Order – Prohibited”.

DEPARTMENTS: All.

DEFINITIONS:

PROCEDURE:

- (1) By complying with ISD Purchasing Policy and Procedures, no purchase is to be made without a pre-approved HS2 and/or a purchase order being issued by Materials Management and/or ISD Purchasing.
- (2) If a purchase of supplies or services is done without an approved HS2 and/or purchase order being issued by Materials Management or IDS Purchasing, it is the user’s department’s responsibility to inform Materials Management within two (2) working days by calling and submitting an approved HS2 and a completed “Emergency Purchase Order Verification Form”.
- (3) The “Emergency Purchase Order Verification Form” must be used/submitted for all emergency and any other purchases made without a pre-approved HS2 and/or purchase order.
- (4) The “Emergency Purchase Order Verification Form” must have the following approvals:
 - Medical Supplies/Services must be reviewed and approved by the Chief Medical Director and CEO, CFO or COO.
 - Non-Medical Supplies must be reviewed and approved by the CEO, CFO or COO.

SUBJECT/TITLE: CONFIRMING PURCHASE ORDERS FOR PURCHASES WITHOUT APPROVAL

Policy Number: 90

Page Number: 2

- (5) Any “Emergency” purchase over \$5,000.00 must be submitted to ISD Purchasing for approval and purchase order processing according to their Policy #PP-1100.
- (6) If the “Emergency” purchase request is not approved by ISD Purchasing, then the request becomes a “retropayment issue”. ISD Purchasing will not process/issue a purchase order until an approval is obtained by the Board of Supervisors.
- (7) A written justification from the Hospital CEO must be submitted to the Chief, Network Operations of DHS for approval prior to requesting an approval from the Board of Supervisors for a retropayment.

References: ISD Policy #PP-1100, Materials Management Policy #405	
Approved by: Gretchen McGinley (Chief Executive Officer), Marci Hamilton (Clinical Nurse Director), Nina Park (Associate Medical Director)	Date: 05/13/2008
Review Date: 05/13/2011, 6/07	Revision Date: 6/07
Distribution: Olive View Hospital-Wide Policies	
Original Date: 2003	