

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

**NUMBER: 151**  
**VERSION: 1**

**SUBJECT/TITLE:**    **PROCUREMENT OF SUPPLIES, EQUIPMENT, AND SUNDRY SERVICES**

**POLICY:**            ValleyCare shall establish a system for the efficient ordering, procurement and payment of services, supplies, equipment and furnishings.

Only specifically designated individuals have the authority to initiate contractual requests on behalf of ValleyCare and sign procurement documents, within the limits established by the Purchasing Agent and Auditor-Controller.

The Materials Management Department will develop and administer ValleyCare's procurement system, establish controls over expenditures, and following the policies and procedures of the County Purchasing Agent, Auditor-Controller and Department of Health Services.

Fixed Assets shall be budgeted individually for the fiscal year in which delivery is required. Materials Management will initiate procurement after the approved Fixed Assets Budget has been funded. Unbudgeted fixed asset requirements must be approved by the ValleyCare Executive Committee and funded from the current fiscal year's Fixed Asset Budget, prior to the procurement by Materials Management.

**PURPOSE:**            To assure the efficient and effective procurement of supplies, equipment, furnishings and sundry services to support the operation of ValleyCare.

**DEPARTMENTS:**    All

**DEFINITIONS:**     The term fixed assets refer to equipment and furnishings with a unit cost of \$5,000 or more. Some medical equipment and other special equipment may be exempt regardless of cost. The Auditor-Controller's Fixed Asset- Equipment Guidelines and the Chief Administrator's Budget instructions define fixed assets and specify exceptions.

**PROCEDURE:**

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References: DHS Policy No. 820, "Procurement of Equipment & Supplies"	
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