

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

**NUMBER: 152**  
**VERSION: 1**

**SUBJECT/TITLE: AUTHORITY FOR APPROVAL OF PURCHASING REQUESTS**

**POLICY:** All purchases made by or on behalf of the San Fernando Cluster must be supported by a request that was reviewed and approved by appropriate authority to assure the legitimacy and cost effectiveness of the requirement.

For Olive View – UCLA /Health Centers:

- A. The Division Head or Service Chief of the requestor is authorized to approve requests for purchase of items or services with a total value of less than \$1500. Requests for employee reimbursement for small purchases (petty cash) must still be submitted to the Administrative liaison.
- B. Assistant Administrators are authorized to approve requests for reimbursement of Petty Cash purchases of under \$500 and all requests for purchases of supplies and services up to \$5,000. Where requisition cards are used to document repetitive requirements, approval may be accomplished annually. Requests for fixed assets are to be submitted to the Associate Administrator, Operation of Finance, with recommendations.
- C. Requests greater than \$5,000 must be approved by the CEO, CFO or COO.

The Materials Manager is authorized to approve requests for purchase of supplies and minor equipment to be maintained in inventory; and may approve other requests for purchase of non-fixed assets up to \$5,000 to expedite procurement in appropriate circumstances. The Materials Manager may request additional justification and/or re-approval of any requests considered to be excessive or inappropriate.

CEO, CFO, and COO are authorized to approve any and all requests for purchases not otherwise limited or prohibited, and must approve all requests for assets.

Acquisition of major medical equipment by purchase or lease/rental must be approved by the Medical Director. Approval of the Chairmen of Radiology for all imaging equipment and systems is also required.

All requests for computer equipment and accessories (excluding toner) must be approved by the Information Systems Department.

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**PURPOSE:** To delegate authority for approval of requests for the purchase of supplies, services, equipment and furnishings to facilitate an efficient and effective procurement system.

**DEPARTMENTS:** All

**DEFINITIONS:**

**PROCEDURE:**

References:	
Approved by: VEC-2007Nov	Date: 05/16/2008
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