

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

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Subject: HS-2 GENERATION AND TRACKING	Original Issue Date: August 7, 2002	Policy #: 720
	Supersedes: July 19, 2005	Effective Date: January 9, 2009
Committees Consulted: College Operations	Reviewed & Approved by: Dean, Administrative & Student Services Director, Educational Resource Center College Planning	Approved by: (Signature on File) Provost, College of Nursing & Allied Health

PURPOSE:

To ensure services, equipment, and supply orders are processed quickly and efficiently.

POLICY:

HS-2s are initiated for ordering services, supplies, and equipment.

Only authorized personnel may generate HS-2s.

All HS-2s must be approved by the Provost, who has signature authority up to \$5,000.

Requests of \$5,000 or greater must be signed by the Chief Executive Officer (CEO).

All computer requests must be forwarded to the Office of the Chief Information Officer.

PROCEDURE:

Authorized personnel:

- Completes and signs the HS-2. The justification section must include rationale for purchase such as:
 - Cost benefit/savings
 - Frequency of use/number of people who will benefit from use of the equipment
 - How it will meet regulatory agency/DHS/Network standards/requirements
 - Consequences of not obtaining the equipment/service
 - Adequacy of current equipment (quantity/quality)
- Keeps copy of HS-2 for tracking
- Forwards completed HS-2 to Provost for signature
- Checks with Service and Supply (S&S) Coordinator if order not received within 3 weeks or by date listed in "date needed" section of HS-2
- Notifies S&S Coordinator when order received
- Gives copy of packing slip, when available, and copy of HS-2, noting date received, to S&S Coordinator when item(s) are received.
 - Makes copy of packing slip and attaches to copy of HS-2 kept for tracking.

Provost signs and forwards HS-2 to Service and Supply Coordinator.

Subject:

HS-2 GENERATION AND TRACKING

Service and Supply Coordinator:

- Enters order information on HS-2 Request Tracking Log:
 - Date request initiated/signed by Provost
 - Date approved HS-2 received by S&S Coordinator
 - Date sent to Materials Management
 - HS-2 number
 - Cost
 - Item (description, indicate if new)
 - Cost center & Requestor (name)
 - Category
 - Last order date

- Keeps a copy of approved/signed HS-2 for tracking
- Hand delivers original for signature and processing, within one working day, to:
 - Materials Management
 - Materials Management obtains Chief Financial Officer's (CFO) signature for all furniture requests
 - Chief Executive Officer (CEO) for requests of \$5,000 or greater
 - Chief Information Officer (CIO) for computer requests
- Updates and maintains HS-2 tracking log to include:
 - Purchase order number (provided by Materials Management within two weeks of receipt of HS-2)
 - Date item received
 - Any comments pertinent to item/request status
- Reconciles HS-2 Request Tracking Log with packing slips a minimum of monthly and provides copy to Dean, Administrative and Student Services for Operations Committee review
- Reconciles HS-2 Request Tracking Log with WASH POST Inventory Report
 - Notifies original requestor and Dean, Administrative and Student Services of discrepancies
- Maintains HS-2 file by year, to be retained for 5 years.

PROCEDURE DOCUMENTATION:

HS-2 form

HS-2 Request Tracking Log

REFERENCES:

Procurement Policy and Procedure Manual