

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

Page 1	Of 2
--------	------

Subject: SERVICES, SUPPLIES, AND EQUIPMENT: ORDERING AND TRACKING	Original Issue Date: August 7, 2002	Policy #: 720
	Supersedes: January 9, 2009	Effective Date: February 14, 2013
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:

The following Medical Center processes/forms are initiated for requesting services and supplies:

- On Line Requisition (OLR): Services, supplies, and equipment
- HS-1: Forms
- Facilities Management Request: On line for minor repairs
- Building Alteration Request: Major projects that require increased time and money
- Sole Source Justification: Service, equipment or supply from a specific vendor only
- Membership Approval form: Required for memberships/dues. Renewals (e.g. mandatory instructor certifications) do not require Membership Approval form.

Only authorized personnel may generate and approve OLRs.

All OLRs must be approved by the Provost/designee.

Services, equipment, and supplies must be requested from County contracted vendors only.

Order status is tracked through the OLR system until denied, canceled, or received.

OLR Request Log is reviewed for accuracy and timeliness.

PROCEDURE:

Authorized personnel:

- Generates the OLR. The justification section must include rationale for purchase such as:
 - How it will meet regulatory agency/DHS/Network standards/requirements
 - Cost benefit/savings
 - Frequency of use/number and classification of employees who will benefit from use of the equipment
 - Consequences of not obtaining the equipment/service
 - Adequacy of current equipment (quantity/quality)
- Checks with Service and Supply (S&S) Coordinator if order not received
- Notifies S&S Coordinator when order received
- Gives copy of packing slip, when available, noting date received, to S&S Coordinator when item(s) are received.

Subject:

SERVICES, SUPPLIES, AND EQUIPMENT: ORDERING AND TRACKING

Service and Supply Coordinator:

- Maintains order information on OLR Tracking Log:
 - OLR number
 - Date request initiated/approved
 - Cost
 - Item (description, indicate if new)
 - Cost center & requestor (name)
 - Category
 - Last order date

- Updates and maintains OLR tracking log to include:
 - Purchase order number
 - Date item received
 - Any comments pertinent to item/request status

- Reconciles OLR Tracking Log with packing slips a minimum of monthly and provides copy to Dean, Administrative and Student Services for Operations Committee review
- Notifies original requestor and Dean, Administrative and Student Services of discrepancies
-
- Maintains OLR Tracking Log by year, to be retained for 5 years.

Dean, Administrative and Student Services:

- Presents OLR Tracking logs to Operations Committee as scheduled.

PROCEDURE DOCUMENTATION:

On Line Requisition

OLR Tracking Log

REFERENCES:

Procurement Policy and Procedure Manual

Sole Source Justification

L.A. County Vendor website

REVISION DATES:

August 7, 2002

July 19, 2005

January 9, 2009

February 14, 2013