

BRAZOS VALLEY COMMUNITY HEALTH CENTERS

Policies and Procedures

Policy Subject/Title: Supply Ordering and Confirmation of Receipt of Supplies
Applicability: All Sites
Purpose: To streamline the ordering process, increase efficiency and to control costs of office and medical supplies.

Policy: The detailed procedure for ordering all supplies will be practiced throughout the clinic system.

Procedure:

- 1) All supplies will be ordered on a set schedule.
- 2) All sites will inventory supplies monthly and create their order on the Friday preceding their order date.
- 3) All orders will be submitted by fax or e-mail to the Purchasing and Facilities Supervisor.
- 4) A notebook will be created at each site and labeled as "Supply Order Documentation."
 - A. The original order form is maintained at each site in this notebook.
- 5) When supplies are received the packing slip will be compared to the order form. The initials of the person who is unpacking the shipment will be placed next to each item that is delivered to confirm its delivery.
 - A. When documentation of what was received is complete on the packing slip a copy of this is placed in the notebook immediately after the order that it applies to.
 - B. The original packing slip will be mailed to Assistant to the Chief Information Officer (CIO) at 3370 South Texas Avenue, Suite C, Bryan, Texas 77802.
- 6) If there are discrepancies at the time of delivery these will be noted and the packing slip faxed with a note to Purchasing and Facilities Supervisor explaining the discrepancy.
- 7) The Purchasing and Facilities Supervisor will investigate all discrepancies and document their resolution.
- 8) The Purchasing and Facilities Supervisor will communicate via e-mail with the clinic managers the results of investigations into discrepancies and this will be

printed and placed in the "Supply Order Documentation" with order that it documenting.

CREATING PURCHASE ORDER NUMBERS

- 1) Each site will create a purchase order for each of its orders for reference.
- 2) Purchase Order (P.O.) numbers are created using the following format:
Initialsdate-clinic (Ex. BM070809-BCSCHC)

OFFICE SUPPLIES

- 1) Trash bags, Tri-fold towels, toilet paper and white copy paper are to be ordered from **GULF COAST** cleaning supplies. **Notify the Purchasing and Facilities Supervisor to order these items.**

CARDINAL MEDICAL SUPPLIES

- 1) There is a \$100 minimum for supplies when ordering through Cardinal.
- 2) When searching for an item, use the "med/surg/lab" drop down menu. The default option "Physician Depot" will always appear first.
- 3) *Error Message: "UM"*
This indicates that the Unit of Measure needs to be corrected because there is a minimum amount of the product that needs to be ordered.
- 4) *Error Message: "In and Out of Stock"*
This product is no longer available. You will need to order a different one.

ORDER SCHEDULE

BRYAN CHC	FIRST MONDAY OF EACH MONTH
COLLEGE STATION CHC	SECOND MONDAY OF EACH MONTH
GRIMES COUNTY CHC	THIRD MONDAY OF EACH MONTH
MADISON COUNTY CHC	FOURTH MONDAY OF EACH MONTH
LEON COUNTY CHC	FIRST MONDAY OF EACH MONTH
ROBERTSON COUNTY CHC	FOURTH MONDAY OF EACH MONTH
BRYAN DENTAL	SECOND MONDAY OF EACH MONTH

ENCLOSURES:

Medical Supply Order Form

Supplies Order Form