

# CONNECTICUT VALLEY HOSPITAL OPERATIONAL PROCEDURE MANUAL

<b>SECTION II:</b>	ORGANIZATION FOCUSED FUNCTIONS
<b>CHAPTER 7:</b>	Management of the Environment of Care
<b>PROCEDURE 7.30:</b>	<b>Purchasing</b>
<b>REVISED:</b>	11/97; 01/29/07; 01/28/10, 07/14/17; Reviewed 06/18
<b>Governing Body Approval:</b>	08/24/17; 06/27/2018( <i>electronic vote</i> )

## **PURPOSE:**

A Purchase Requisition Form is required for the requesting of commodities or services which are not currently in stock at the Connecticut Valley Hospital (CVH) Warehouse. The form is available in the forms folder on the T: Drive: T:\Forms\Fiscal\Purchase Requisition

## **PROCEDURE:**

A Purchase Requisition (PR) Form shall be submitted to CVH Fiscal Services. This request must be signed by the Division/Department Director if over \$1,000.00, and by the Supervisor if under \$1,000.00 in the approved box. If a purchasing card is being used, the completed PR form must be submitted to CVH Fiscal Services prior to purchasing the item. The purchaser will be notified by the Fiscal Services Bureau (FSB) or CVH Fiscal Services when the purchase can be made. The following detail must be included, if known:

1. Date of request
2. Complete description of each item or service requested. Specific information such as Number, Manufacturer, Model, etc., should also be included. Contract number, if applicable, should also be shown. Justification is needed for emergency and large purchases
3. Quantity required
4. Unit (i.e., each, case, box)
5. Price or estimate, if known
6. Three (3) suggested vendors, if known, which should include name address and phone number
7. Delivery location
8. Date needed

Items available at the CVH Warehouse should be ordered on the proper forms and paperwork should be sent via electronic mail to MHA-CVH-Supplies. Warehouse items and order forms are located on the T Drive: T:/Forms/Fiscal/Warehouse-Supply Order Request Forms

Once the purchase is made items are delivered to CVH Warehouse or Equipment Control, however on occasion the item is delivered directly to the requester. Any damaged or

discrepancies of the item received should be reported immediately to the Purchasing Unit.

When the commodity is received, or the service rendered, the staff member who requested the item must complete a Receiving Report and return to the Accounts Payable Unit in Shew Hall, within three (3) working days. In this way, this ensures timely payment will be made to vendors.

### **Capital and Controllable Equipment**

The purchase of all capital and medical equipment is contingent upon the review and approval of the respective committee (Environment of Care, Nursing Executive Committee), and must be signed off by the Director of Fiscal Services. CVH purchases items from State contracts, when available.

### **Requests for Consultation (CVH-351) for Non-Stock Items**

Any time a client must see a specialist, i.e. podiatrist or ophthalmologist; one must complete a CVH-351 and submit it to the Ambulatory Care Department. If the specialist recommends an item that is not stocked in the Warehouse, the routine PR process listed above must be followed, and must include the specialist's order stating the necessity.