

Office Supply and Equipment Requisition

Reviewed Date		Number	FI0105
Revised Date	September 25, 1996	Approved Date	December 19, 1990

Introduction

Purpose

Legislative Authority

Policy Definitions and Interpretation

Policy

All goods must be ordered on an official Requisition Form of the Simcoe Muskoka District Health Unit and be signed by the Purchasing Clerk or designate.

All purchases must be in accordance with the approved budget and the policies and procedures of the Simcoe Muskoka District Health Unit.

Procedures

A) Submission of Requisition Forms

To initiate the purchase of goods, complete the Requisition Form FR0105(F1) as follows:

1. Identify the item(s) to be purchased.
2. Identify quantity of item(s) to be purchased.
3. Identify location for delivery of the item(s) in the Health Unit.
4. If the item(s) to be purchased is a specific item not normally purchased by the Health Unit, identify source(s) where it can be purchased.
5. Identify any special consideration regarding the item if applicable.
6. Director or designate to sign the Purchase Request form.
7. Submit to the Purchasing Clerk, Administrative Services for processing.

Note: Most companies are not carrying full inventory of their products and therefore delivery on some articles can take four to six weeks from the time the Purchase Order is submitted.

B) Responsibilities

Director:

1. The Director must ensure the purchase is necessary and in accordance with the approved budget of the Simcoe Muskoka District Health Unit prior to approving the Requisition Form.
2. The Director, if appointing a designate to approve the Requisition Form, must notify the Purchasing Clerk in writing and detailing any special conditions or limits that are applicable to the designate.

Purchasing Clerk:

1. Purchases all goods and ensures goods received are of good quality and obtained at a fair and reasonable price.
2. Completes the Purchase Order form, with the company name, date of order, description of article to be purchased, cost of article, receiving location and signature of the purchasing clerk or designate before submitting order to the company.
3. Indicates on blue copy of Purchase Order, vendor number, account number and the amount.
4. On receipt of the goods:
 - a. Obtains packing slip and matches with purchase order.
 - b. Checks goods received as to condition and quantity.
 - c. Distributes goods to ordering service area.
 - d. Forwards packing slip and purchase order to Accounts Payable Clerk.
5. Notifies ordering service area of delays in orders and follows-up on back order items.

Related Policies

Related Forms

FR0105(F1) - Office Supply & Equipment Requisition Form

Final Approval Signature: _____

Review/Revision History:

September 2010 Policy Number change – Previous Number B4.120