opendoor Community Health Centers	PURCHASING AND RECEIVING	STANDARD OPERATING PROCEDURE
		Policy Ref: Purchasing and Receiving
Enacted: 03/04	Owner: Chief Operations Officer	Revision Date: 06/05, 03/13, 01/18

OVERVIEW:
Defines an efficient, organized system and procedures for acquiring goods and services including:
- Defining controls and communication pathways for improving spending practices.
- Defining practices that will ensure that items being requisitioned have been ordered and received.
- Clarification of systems and procedures regarding how to order supplies.

This SOP is not intended to address IT Requisitions or Pharmaceutical Requisitions

RESPONSIBILITY:
The Chief Operations Officer shall have the responsibility for setting the purchasing and receiving process.

PROCEDURE:
When a staff member identifies the need for a supply, equipment or service is required the following steps should be followed:

1. **Stock Item Requisition: (Supply Specialists Only)**
   - Use purchasing software to open a Requisition for the appropriate department.
   - Fill out the electronic requisition.
   - Submit completed requisition.
   - System will route to approval authority.
   - After the order is placed a copy of the requisition should be printed from the purchasing software.

2. **Non-Stock Requisition: (Anyone)**
   - Use purchasing software to open a Requisition. Always use Approval department for non-stock requisitions.
   - Follow the same steps as above.

3. **Central Supply – Inventory Addition:**
   - Complete ODCHC Form # 522 Central Supply-Inventory Addition, to add new items to the central supply purchasing inventory.
     - When completing this form always check to make sure the item is not already in inventory. If it is in inventory, request the Purchasing Manager add it to your site's inventory.

4. **Store Charge Purchase: (Authorized Staff Only)**
   - At time of the transaction request that the site acronym be used as a reference number.
   - Give the receipt to the supervisor ASAP.
   - Supervisors will initial and confirm department code is on the receipt and submit to Accounts Payable.

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5. **Corporate Credit Card Purchase:**
   - Before purchase, fill out the Expenditure Authorization form with estimate and back up documentation.
   - Obtain proper approval.
   - Make purchase, or route to Purchasing Manager.
   - After purchase, attach receipt(s) to the Expenditure Requisition form.
   - Route to accounts payable.

6. **Reimbursement:**
   - Before purchase, fill out the Expenditure Authorization form with estimate and back up documentation.
   - Obtain proper approval.
   - After purchase, attach receipt(s) to the Expenditure Requisition form.
   - Route to accounts payable.
   - **Anyone purchasing supplies out-of-pocket does so at their own risk. Out-of-pocket purchases are not automatically reimbursable.**

7. **Check Request:**
   - Attach estimate if available.
   - Have an authorized person approved check request.
   - Route to Accounts Payable.
   - Normal turnaround for checks is one week. Checks are run on Thursday.
   - After purchase documentation should be routed to Accounts Payable.

8. **Petty Cash:**
   - Refer to ODCHC Accounting Policies and Procedures 2014 Petty Cash General Policies.

9. **Blanket (Reoccurring) Orders:**
   - Contact the ODCHC Purchasing Manager to adjust these orders.

10. **Receiving Steps:**
    - Inspect shipment for damage and refuse shipment if there is major damage.
    - Locate and pull packing slip.
    - Compare printed *Purchase Order* and packing slip. Check off each item included in the shipment on the packing slip. Receive items in the purchasing software. If shipment is incomplete, receive only those items that have been received. Send packing slip(s) to Purchasing Manager.
    - Partial Shipment: Send packing slip to Purchasing Manager. Write "partially received", initial and date. Repeat this process until the order is complete.
    - Incorrect Items: If incorrect items are received or packing slip shows items being sent that were not received, make a note of what has/hasn't been received and email or interoffice packing slip to Purchasing Manager with brief explanation, initials and date.

- NOTE: If the packing slip is missing or lost, receive items in the purchasing software and note "no packing slip" in the Packing Slip No. field.

11. **Return of Merchandise:** After determining the item needs to be returned:
- Receive as normal.
- Email or interoffice a copy of the packing slip to Purchasing Manager with reason for the return.
- In the case of expired medications and injections, email the Purchasing Manager with the Manufacturer, lot number, expiration date, and the amount that needs to be returned.
- The Purchasing Manager will provide instructions on how to return the item(s).

12. **Forms and Resources:**
- Supply Order Forms: Order forms are used to define formularies and streamline the purchasing process for several types of supplies. Where order forms exist, they must be used.

REFERENCES:
None

ASSOCIATED DOCUMENTS:
AG_Purchasing and Receiving
OPS.071 Purchasing and Receiving (Retired)
ODCHC Form 57 Expenditure Authorization

KEYWORD TAGS:
Getting, get, purchase, order, requisition, request, supply