
 OSPITAL NG PARAÑAQUE 		Document Code: OSPAR-ADM-PRO-02
ADMINISTRATIVE DIVISION APPROVAL MATRIX		Issue Date:
Policy Title: POLICY ON ISSUANCE OF REQUESTED SUPPLIES, MATERIALS AND EQUIPMENTS		Section / Department PROPERTY AND SUPPLY SECTION
		Page No. 1 of 2
Prepared By: Lindsay T. San Miguel OIC- Property and Supply Section	Reviewed By: Arnaldo S. Cortes, RN Supervising Administrative Officer Darius J. Sebastian, MD, MPH, PHSAE Hospital Administrator	Approved by: Jefferson R. Pagsisihan, MD, MHM Hospital Director

OBJECTIVES: To be able to serve all the needs of each section in an orderly manner.

COVERAGE: To policy shall cover all section under each division.



RESPONSIBILITIES:

- I. It shall be the responsibility of this section to make sure all items are served to the details indicated in the requisition form; to log and document each issuance made.
- II. It shall be the responsibility of the requestor from each section to follow the set of procedures as incorporated into policy.

POLICY: This policy shall enforce that all will abide with the procedures incorporated into it to ensure the adequacy and ready availability of all items.

PROCEDURE:

- I. The requestor shall accomplish the requisition and issue form provided by the Property and Supply Section.(see attached sample of form for reference)
- II. The accomplished form by the requestor/area will be forwarded at the Property section duly signed by the requestor and approved by the section head.
- III. Request are issued to each area only after it has been checked and prepared by the Property section everyday except for areas that is in weekly basis that will be issued on assigned days of the week, only emergency request (as in sudden depletion of items due to unexpected increase in the volume of patients) shall be entertained outside of the assigned day. Likewise, all forms MUST be signed by the head prior to issuance.
- IV. Once checked and verified the requestor shall sign in the requisition form and appropriate logbook of the Property and Supply section. (Only authorized person shall sign in the logbook especially for the equipment.)

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V. Equipment's are signed out, logged separately and MR issued to requestor signed by the Hospital Director within 1- 2 days.

VI. A memorandum receipt for equipment's shall accomplished in duplicate copies, 1 copy for this section and 1 copy for the end users.(see attached sample of form for reference)

Appendices:

Official Requisition form, Memorandum Receipt

Implementation Date:

This policy has been implemented since 1978 to the present

Schedule for Policy Review:

This policy shall be for review as deemed necessary

Last Reviewed:

July 2018, November 2022