

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	202
		Original Date	10/28/1987
	Department: Fiscal Property	Revised Date	04/28/2016
	Supply Order Form		

Policy:

The Center will have uniform internal accounting methods for the issue of all supplies and materials.

Procedure:

1. Supply Order Form (Attachment #1)
 - A. Issues are made from the storeroom by the requesting department filling out a Supply Order Form. Issue Reports are available from the Purchasing Agent. (Note: This form can be used for items not in stock.)
 - B. The requester will fill out the following block on the Supply Order Form:
 - Block A Enter Responsibility Center Number of Department
 - Block B Order by: Enter name of person placing order
 - Block C Approved by: Signature of Supervisor
 - Block D Received by: Signature of Person receiving items
 - Block H Item identification: Example 9414 0100
 - Block I Description: Enter brief description of item
 - Block J Units requested: How many you want, each, dozen, case, etc.
 - C. All other blocks will be entered by Purchasing Agent or Purchasing Clerk.
 - D. Issue after hours or in absence of the Purchasing Agent or Purchasing Clerk.

Emergency items that are carried in stock may be issued by contacting the Nursing Shift Supervisor. The Purchasing Agent will be notified on the next scheduled working day of any items removed.

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- E. Issues to the Food Service will be made daily and recorded on the Food Service Inventory list monthly. Non-food items will be recorded on Issue Report for that month.

On weekends and holidays the issue will be made by the Head Cook by contacting the appropriate Nursing Shift Supervisor to obtain the key to the store-room and notify the Purchasing Agent of items removed from the store-room. The Food Service Manager will issue items for that department

Reviewed: _____

Superintendent: _____

