

NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES

POLICY AND PROCEDURE

SUBJECT: PURCHASING REQUISITION POLICY

NUMBER: NN-FM-15

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ORIGINAL DATE: 10/03/2011

APPROVAL: \_\_\_\_\_ Allan Mandell \_\_\_\_\_, Interim Agency Director

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I. PURPOSE

The purpose of this policy is to establish the correct procedure for filling out and completing a Purchasing Requisition for Office, Central, Housekeeping and Unit Supply orders.

II. POLICY

It is the policy of NNAMHS to ensure that all departments follow the required steps in completing their purchase requisitions to ensure all State mandates are being met, and that procedures are uniform throughout NNAMHS.

III. PROCEDURE

The various requisition forms will be in the Desk Top Links folder. Open the folder, select the Purchasing folder, and then select the requisition form you will be using. The choices are Office, Central, Housekeeping or Unit Supply.

Each department should have one person responsible for filling out requisitions and receiving orders, with a backup trained in case of illness, vacation, etc. This will alleviate duplicate orders being placed within the same department.

1. The following areas need to be filled out:
  - a. Date of Request: This is the date you are doing the requisition
  - b. Requested By: Name of the person requesting
  - c. Authorized by: This is to be filled in by your supervisor if they approve.
  - d. Date Authorized: This is the date your supervisor authorizes (approves).
  - e. Department: Department items are to be delivered to.
  - f. Stock No.: Stock Number listed in the NNAMHS supply Catalogs, also located in the Desktop Links folder in the Purchasing folder.
  - g. Unit of Issue: How purchasing issues, for example bottle, each, pkg., box, case, etc.
  - h. Description: Description of the item(s) ordering.
  - i. Quantity Requested: How many of each unit of ordering.
2. Once the requisition has been completed by the person requesting, forward it as an attachment to an email to their supervisor. The supervisor will then review and if approved, fill in their name

and the date approved and send it as an attachment to the Purchasing Supervisor and cc: the Supply Tech I and the Supply Tech II.

3. When the Purchasing Department receives the requisition with the supervisor approval they will assign a number to the requisition and send a response back to both the supervisor and the person requesting the item(s) with a copy of the requisition attached with the requisition number on it.
4. This requisition should be printed out by the person requesting the item(s) and referred to when any questions need to be asked.
5. In most cases if the approved requisition is received by Monday, the order will be filled and delivered on Wednesday of the same week.
6. If the above steps are not followed and the requisition is not completed, Purchasing cannot fill the order(s), delaying the process.