

<b>TITLE: Purchasing and Inventory Policy</b>	
ID: LABM-QMS-PUR-A-001	File Name: apur001.doc
Eff: 03/09/12 Rev: 08/08/08	Authorized: Dr. Garcia

CONTROLLED document. Any documents in paper form must be used for reference purposes only. The on-line copy must be considered the current documentation

## Title: Purchasing and Inventory Policy

### POLICY STATEMENT

The Laboratory collaborates with Healthcare Materials Management Services (HMMS) and Biomedical Engineering to select vendors, generate purchase orders and negotiate pricing in order to purchase and receive equipment, service and supplies.

### PURPOSE

This policy provides the direction for the processes and procedures related to purchasing and inventory.

### RESPONSIBILITY

**Program Leader/Medical Leader/Section Head** is responsible for:

- Identifying products and capital for order.
- Prioritizing, justifying and selecting capital purchases.
- Providing input into the development of business plans and associated progress reports for equipment rentals/leases.

**Administrative Director** is responsible for:

- Identifying products and capital for order.
- Prioritizing, justifying, selecting, approving and assigning project numbers to capital purchases.
- Identifying alternate sources of funds.
- Reviewing and approving business plans for equipment rentals/leases.
- Reviewing and approving business plan progress reports.
- Establishing funding for maintenance insurance and service contracts.
- Collaborating with HMMS and Biomedical Engineering to select vendors and negotiate supply and service contracts.

**Laboratory Manager** is responsible for:

- Identifying products and capital for order.
- Prioritizing, justifying, selecting and requisitioning capital purchases.
- Establishing funding for maintenance insurance and service contracts.
- Developing a business plan for equipment rentals/leases.
- Providing business plan progress reports.
- Collaborating with HMMS and Biomedical Engineering to select vendors and negotiate supply and service contracts.

**Business Manager** is responsible for:

- Providing support for the development of business plans for equipment rentals/leases.
- Reviewing and approving business plans for equipment rentals/leases.
- Reviewing and approving business plan progress reports.
- Approving and assigning project numbers to capital purchases.
- Maintaining an asset management system.
- Establishing funding for maintenance insurance and service contracts.
- Collaborating with HMMS and Biomedical Engineering to select vendors and negotiate supply and service contracts.

**Coordinator or designate** is responsible for:

- Collaborating with HMMS and Biomedical Engineering to select vendors and negotiate supply and service contracts.
- Identifying products for order.
- Ordering, receiving, adding and removing supplies for inventory.
- Documenting inspection, acceptance, rejection and storage criteria for supplies.
- Identifying, justifying and selecting capital purchases.
- Providing input into the development of business plans and associated progress reports for equipment rentals/leases.
- Receiving of new and disposing and/or transferring of unwanted equipment.
- Verifying, distributing and filing purchasing documents appropriately.
- Returning goods as needed.

**Laboratory Information System Technologist** is responsible for contacting vendors to establish availability and obtaining price quotes for instrument interfaces.

**Laboratory Staff** are responsible for:

- Following inventory processes and procedures.
- Following equipment processes and procedures.

**Other:**

**HMMS** is responsible for:

- Selecting vendors.
- Negotiating supply and service contracts.
- Ordering, receiving and returning supplies as requested.
- Expediting orders as needed.

**Biomedical Engineering** is responsible for:

- Negotiating and arranging service contracts through maintenance and self-insurance agreements.
- Approving capital requests.

## SUPPORTING STATEMENTS

### Inventory Control System

The Laboratory uses an inventory control system for managing supplies.

### Verification

The Laboratory defines the criteria for the verification, inspection, acceptance, rejection and storage of consumables. Records of action are maintained.

### External Services

The Laboratory in consultation with HMMS and Biomedical Engineering establishes a system to qualify and select vendors of equipment, supplies and services.

### Purchasing Documents

Purchasing documents describe the services and supplies ordered.

The laboratory reviews and approves purchasing documents/records for items affecting the quality of laboratory examinations.

### Material Resources

The Laboratory maintains adequate material resources to support laboratory activities.

The Laboratory ensures that those resources will be maintained in functional and reliable condition.

## REFERENCES

- NCCLS document HS1-A Vol.22, No.13- A Quality System Model for Health Care; Approved Guideline
- QMP-LS- Ontario Laboratory Accreditation Requirements

## SUPPORTING DOCUMENTS

The following processes support this policy:

- [LABM-QMS-PUR-B-001](#) Inventory Control Process
- [LABM-QMS-PUR-B-002](#) Purchasing Supplies Process
- [LABM-QMS-PUR-B-003](#) Capital Acquisition Process
- [LABM-QMS-PUR-B-004](#) Service Contract and Maintenance/Self Insurance Agreement Review
- [LABM-QMS-PUR-B-005](#) Reagent Rentals and Leases for Equipment Acquisition Process
- [LABM-QMS-ORG-B-002](#) External Service Provider Selection Process
- [HMMS policies and procedures](#)