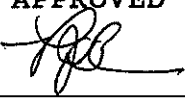


GUAM MEMORIAL HOSPITAL AUTHORITY

ADMINISTRATIVE MANUAL

APPROVED	RESPONSIBILITY	EFFECTIVE DATE	NUMBER	PAGE
	Materials Mgmt.	10/90	6450-6	1 of 4
TITLE: SUPPLY REQUISITION				

PURPOSE:

To define the GMHA policy and procedure for obtaining stock or non-stock (special order) supplies.

POLICY:

Guam Memorial Hospital Authority shall follow the GMHA "Procurement Rules and Regulations" which is directed from the Government of Guam "Procurement Law," P.L. 16-124. Requisitions for supplies shall follow the procedures outlined below.

PROCEDURE:

The following procedures apply to all stock and non-stock items (special orders):

1. Requestor: (Department/Division Head, Manager/Supervisor)
 - a. For stock item(s), types and completed GMHA requisition form. GMHA Stock Catalog should be used to identify stock number and proper description of requested item.
 - b. Assigns requisition number.
 - c. For stock items, routes requisition to Materials Management Department.
2. Fiscal Services Department
Budget Analyst (for non-stock items/special orders) determines funding availability, shall sign as the Certifying Officer and forwards the requisition to Materials Management Department. For requisitions in which no funding exists, Budget Analyst shall attach a memo indicating so to the requisition and forward the document to the Hospital Comptroller.

3. Materials Management
 - a. Processes order for stock items.
 - b. For non-stock items, calls vendors for competitive pricing, vendor quotation and makes vendor selection.
 - c. Obtains clearance by CIP, Safety Administrator, and Infection Control Officer.
 - d. Types purchase orders.
4. The Purchase Order or procurement contracts are signed by the Supply Management Administrator delegated as the Chief Procurement Officer of the Hospital.
5. Receiving Section:
 - a. Accepts or rejects item(s) and informs the department manager/supervisor of the status of the order.
 - b. Forwards electrical equipment to Bio-medical for inspection before equipment reaches the department.
 - c. Registers and issues property control number.
7. Stock Additions/Deletions/Changes:

To add or delete items from stock, the department manager must submit a written request to the Supply Management Administrator using the form: "Request for Item Additions/Deletions/Changes to Storeroom Inventory."

Reviewed:

Revised: 8/92, 4/15/94

Approved: EMC, 8/92, 4/15/94



GOVERNMENT OF GUAM
AGANA, GUAM

REQUISITION

S No.

SEND TO: SUPPLY MANAGEMENT DIVISION DEPARTMENT OF ADMINISTRATION		REQUISITION FROM: 1			
TRAN CODE 2	DOCUMENT NUMBER 3	REQUISITION DATE 4	JOB ORDER NUMBER 5	PHONE NO.: OBJECT CLASS 6	
DEL. DATE REQUIRED 7	EXPIRATION FROM DATE 8	METHOD OF SHIPMENT 9			

INCLUDE FIELD NO. IN ITEM FOR REQUISITION

ROUT ID.	ADVISE	PRIORITY	DEMAND	STOCK NUMBER AND DESCRIPTION OF ITEM	QTY.	UNIT ISSUE	UNIT PRICE	AMOUNT
10	11	12	13	14	15	16	17	18
REMARKS							TOTAL ▶	20
								19

21 SIGNATURE OF AUTHORIZING OFFICIAL		DATE	22 SIGNATURE OF CERTIFYING OFFICER		DATE	FIXED ASSET CODE 23
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IDENTIFICATION	SUGGESTED SOURCE(S) OF SUPPLY 24	CATALOG IDENTIFICATION AND PUBLICATION DATE 25		PRODUCTION DATE 26	DATA
	NAME AND DESCRIPTION OF ARTICLES OR SERVICES 28	MAKE/YEAR 29	MODEL NUMBER 30	SERIES: 27	
		COLOR 32	SIZE 33	SERIAL NUMBER 31	
				WEIGHT 34	

CUAM MEMORIAL HOSPITAL AUTHORITY
MATERIALS MANAGEMENT DEPARTMENT

PREPARATION OF SPECIAL ORDER REQUISITION

- I. Requisition Form (Form SMD-01-80) is a document used to request supplies, materials, services and equipment not listed in the GMHA Stock Catalog.
- II. Preparation of the Requisition Form: Enter the appropriate information in each block.

BLOCK #

1. REQUISITION FROM/PHONE NO: Requesting Department/Telephone extension number.

2. TRANS CODE: Leave Blank

3. DOCUMENT NUMBER: Control number of the Department

Example: R2 6450 - 001 (Always start with an "R")

R = Requisition document form
2 = Fiscal Year 92
6450 = Departmental Cost Center Code
001 = Serial Number

Refer to your document number when making inquiry.

4. REQUISITION DATE: Date requisition was prepared.
5. JOB ORDER NUMBER: Cost Center of the requesting department
6. OBJECT CLASS: Assign code for class of items in the budget such as equipment, services, supplies, payroll, and overtime. Each of these classes have its own code to control expenses for each classification. This is a Finance controlling requirement.
7. DELIVERY DATE REQUIRED: The required time for delivery, i.e. 10 days, 30 days, 45 days, 60 days, etc.
8. EXPIRATION DATE OF REQUISITION: This block is not required to be filled in. All requisitions expire at the end of each fiscal year, unless canceled earlier by the requesting department in writing.
9. METHOD OF SHIPMENT: Optional method can be requested depending on the urgency of the request, i.e. air mail, ocean freight, air freight, UPS, DHL, etc.
10. ROUTING ID: Leave blank.

Preparation of
Special Order Requisition
Page 2 of 3

11. ADVICE CODE: Fill in the appropriate letter.

- A - Do not substitute or cut quantity. Request for supplementary funding if funds are not sufficient to cover cost.
- B - If certified funds are not sufficient, cut quantity to meet available funds.
- C - Substitute items must be approved by this department.
- D - Fill or cancel, and return requisition for disposition.
- E - If additional funds of \$100 or less of 10% of total cost is required, proceed with the award.

12. PRIORITY CODE: Fill in the appropriate number.

- 1 - Emergency. Life and death situation or declared emergency.
- 2 - Urgent. Required within 48 hours.
- 3 - Priority. Required within 48 - 72 hours.
- 4 - Routine. Required after 72 hours.
- 5. Requests with more than \$15,000 total certified funds.

13. DEMAND CODE:

- R - Recurring usage
- N - Non-recurring usage (one-time requirement).

14. STOCK NUMBER AND DESCRIPTION OF ITEMS:

Do not exceed 10 line items per requisition. Use continuation sheet if additional space is needed.

P.L. 18-44 requires users to identify items in terms of their characteristics and to avoid the use of brand names. However, if no other specifications can be found, brand name showing the brochure number, a picture of the item and description can be provided for information only. Submit in writing that any other brand will be considered if it meets or comparably equals the specification. The requesting department is mandated by law that such requirement is certified, and the signature of the requestor appears on the item specification document.

Preparation of
Special Order Requisition
3 of 3

JUSTIFICATION. Space permitting, include your justification for procurement of the item(s) requested, or prepare a memorandum on a separate sheet to the attention of the Supply Management Administrator.

15. QUANTITY. Requested quantity.
16. UNIT ISSUE: Each, set, kit, assembly, case, etc.
17. UNIT PRICE: Use cost price, catalog price or best estimate. State where the price was acquired on the requisition.
18. AMOUNT: Total amount per line item (Quantity x Unit Price).
19. REMARKS: Additional information, not covered in any other block, to Purchasing Dept. or to approving officials.
20. TOTAL: Total of all amount in Block 18.
21. SIGNATURE OF AUTHORIZING OFFICIAL & DATE: Must be signed by the department head or designee. Include date signed, and title of official. An authorization letter must be submitted to Budget and Materials Management to properly control requisitions. Requisitions signed by other than the authorized representative will be returned to the requesting department without procurement action.
22. SIGNATURE OF CERTIFYING OFFICER & DATE: Must be signed by the Budget Analyst as Certifying Officer. Include date signed, and title of the official. Requisitions submitted to Procurement without the Certifying Official's signature will be returned.
23. FIXED ASSET CODE: Leave blank.
24. SUGGESTED SOURCE(S) OF SUPPLY: Fill in your suggested vendor's name and complete address. However, this will not prevent Procurement from contacting other sources.

Procurement regulations mandate the following:

- Small Purchases: at least 3 informal quotations. Departments are not authorized to go out and acquire such quotations, unless authorized by the Supply Management Administrator or designee.

- Seal Bid Method: Requisitions for \$15,000 and over will be processed under this method, unless justified.

- 25 - 34. IDENTIFICATION: Information will greatly help procurement officers to expedite your requisition.

