

CENTRAL STATE HOSPITAL
POLICY

SUBJECT: REQUESTING OPERATING MATERIALS/ SUPPLIES FROM
GENERAL WAREHOUSE ASSET ACCOUNT

ANNUAL REVIEW MONTH: June

RESPONSIBLE FOR REVIEW: Director of Materials Management

LAST REVISION DATE: June 2008

I. POLICY

- A. PURPOSE: The intent of this policy is to establish guidelines and procedures that will control the issuance of supply items stocked in the General Warehouse.
- B. APPLICABILITY:
- C. DEFINITIONS: N/A
- D. POLICY STATEMENT: All requests for supplies, materials, or services shall be submitted in writing to the General Warehouse or processed electronically on the Central State Hospital (CSH) website. Verbal requests will be honored by the General Warehouse only in those instances of valid emergencies which constitute a hazard to the safety and/or welfare of clients and/or employees.
- E. DISCUSSION: CSH warehouse will ensure that items will be requisitioned and stocked in quantities necessary for normal operations. The stocking of supplies in individual service areas, departments, and offices will be kept to the minimum necessary for efficient operation. Operational materials/supplies are, for the most part, consumable through use and are used to accomplish daily work tasks. These materials are for **official state business only**.

All departments may order on a weekly basis thereby eliminating the need to stockpile supplies. The warehouse supervisor or designee(s) may alter the quantity requested to comply with the unit packaging or he/she may issue an amount less than that requested if the requested amount would reduce the warehouse stock to a critical level. For ordering convenience, a supply catalog will be published and updated annually.

II. PROCEDURE

III. REFERENCES: None.

APPROVED BY:

This policy has been approved by the CEO and CMO on 9/8/08.