Supply Management

SUPPLY REQUISITION PROCEDURES

1. **Purpose**: This operating procedure provides guidelines for the requisition, receiving, and turn-in of supplies from the Florida State Hospital Supply Department.

2. **Training Requirements**: All staff responsible for requesting supplies from Materials Management Supply Warehouses will be trained on this operating procedure upon hire into the position during Worksite Education and by their supervisor when the operating procedure is revised.

3. **References**:
   a. Children and Families Operating Procedure 45-2, Receiving Reports.
   b. Children and Families Operating Procedure 45-7, Receiving and Inspections.

4. **Definitions**:
   a. **Responsible Unit**--A term used to identify a unit/department responsible for the requisition/receiving and being held accountable for supplies obtained for immediate use.
   b. **Supply Inventory Management System**--An on-line computerized system that maintains accountable records for the inventory account.

5. **Requesting Supplies**: The following responsibilities are for requesting supplies from the Florida State Hospital Supply Warehouse.
   a. **Responsible Unit**:
      (1) Only authorized individuals whose names are on file with the Supply Department may requisition supplies. These names are reflected on a Signature Authorization form for each organization code within Florida State Hospital.
      (2) Maintenance Warehouse walk-thru will be issued by utilization of the bar-code system. Department/Unit designee will sign Supply Inventory Management System (SIMS) generated sequence numbered Issue Document (Florida State Hospital Form 322). The pink copy of Florida State Hospital Form 322 will be forwarded to Operations and Facilities Department, for maintenance orders. For unit orders, the pink copy of Florida State Hospital Form 322 will be retained by unit requester. Original and yellow copy will be retained by Maintenance Warehouse.

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| This operating procedure supersedes: Operating Procedure 45-3, dated December 1, 2008 |
| Office of Primary Responsibility: Materials Management |
| Distribution: Florida State Hospital Computer Network Users |
(3) By utilization of the Florida State Hospital On-line Supply Catalog, authorized unit/department designee will complete a Supply Requisition (Children and Families Form 1370) when ordering supplies (see Attachment 1 for complete sample). Note: follow additional information/instructions on the reverse side of Children and Families Form 1370.

(a) Supply warehouses are divided into five (5) storage areas designated as warehouses A, B, C, D, and E.

(b) Each stock item in the supply catalog has the warehouse letter beside the stock number.

(c) When preparing Supply Requisitions, group items from each warehouse separately. For example: items from any section of the catalog may be ordered on the same requisition if they have the same warehouse letter designation (A, B, C, D, or E).

(4) Supply Requisition(s) will be processed through designated channels as deemed appropriate by the respective Assistant Hospital Administrator/Clinical Director.

(5) White copy of the Supply Requisition will be forwarded to the Supply Department and the yellow copy will be retained by the requester until supplies are issued, received and accepted.

b. Supply Department:

(1) On receipt of Supply Requisition, Item 17 (Signature of Approval) will be verified to ensure that signature is an authorized signature for the requesting unit/department. If the signature is not listed, the requisition will not be processed and will be returned to the requester.

(2) When the requisition is verified as an authorized request, Supply personnel will process the requisition through Florida State Hospital Inventory System. An Issue Document (Florida State Hospital Form 322, note sample Attachment 2) will be generated by Florida State Hospital Inventory System. Requested items will be obtained from stock by Supply personnel and prepared for issuing to the requesting unit/department.

(3) Items not available in supply stock will not be reflected on Issue Document. Items should be reordered at a later date.

6. Receiving Supplies:

a. Units/department will establish appropriate procedures to allow follow-up actions to be initiated in order to secure deliveries from Supply Department on a timely basis. Normal turnaround time for supply requisitions to be processed, filled and delivered is three (3) working days after receipt by the Supply Department in accordance with established delivery schedule.

b. All items delivered will be inspected by the receiving personnel to assure that the items are as specified on the Issue Document. Any discrepancies should be reported to Supply Department within two (2) working days after receipt of supplies. The inspection should be conducted in three simultaneous phases.
(1) **Condition:** Receiving personnel will check for damaged containers and evidence of leaks. Defective items should not be accepted by the receiving personnel and items returned will be credited to the requester’s organization code.

(2) **Quality:** Inspect the items to ensure they are usable (e.g., pens don’t write, gum labels are not stuck together, etc.). If items ordered are substitutes, ensure they are acceptable to needs. If items are not acceptable, appropriate comments should be annotated on the Issue Document and supplies returned to Supply Department. Items returned will be credited to the requester’s organization code.

(3) **Quantity:** Verify quantity of items issued. If quantity received is greater than quantity ordered, the overage should be returned to Supply Department and the Issue Document annotated. If less, the Issue Document should be annotated with the quantity received and the amount of the shortage, signed by receiving personnel and countersigned by the Supply representative.

7. **Turn-In of Excess Supplies:** Following actions will be taken by the responsible unit to turn in excess supplies.

   NOTE: Normally, excess supplies that are obsolete to hospital needs (e.g., typewriter ribbons which are no longer required for hospital use) will not be authorized for turn-in and credited to requester’s organization code. Since these excess items are expendable supplies and obsolete for hospital use, they will be disposed of by the requesting unit/department. Contact Supply Department for questionable concerns. Turn-ins must be for the current fiscal year to receive credit. Additionally, credit will not be issued for items that did not originate from the Supply Department.

   a. Complete Children and Families Form 1370 (Supply Requisition). Follow specific instructions on back of form and note sample (Attachment 3) turn-in requisition.

   b. Forward white copy to Supply Department and maintain Requester’s Copy. Hold excess supplies until Supply Department can process request and make necessary arrangements for pick-up. Items turned in will be credited to requester’s organization code. Normally, this process will take three (3) working days after receipt of turn-in requisition by Supply Department.

8. **Emergency Supply Requisitions:** On a case-by-case situation, emergency walk-throughs are authorized. The requesting unit will properly complete Children and Families Form 1370 (note paragraph 4a above), provide justification for walk-through in Remarks section of request, and hand carry to the Supply Department for processing. Emergency requisitions received by Supply Department on a normal workday, not later than 2:00 p.m., could be processed and supplies issued the same day.
SUMMARY OF REVISED, ADDED OR DELETED MATERIAL

This operating procedure has been revised to: Remove the definition of Florida State Hospital’s Inventory System (FSHIS) from paragraph 4d; and to change all references to Florida State Hospital Inventory System (FSHIS) to reflect Florida State Hospital’s new inventory system, the Supply Inventory Management System (SIMS).
# Supply Requisition

**Supply Use Only**

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<th>1. Action Type</th>
<th>2. D/C Code</th>
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**To Be Completed By Requester**

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Grand Total: $0.00

**Remarks:**

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15. Requester’s Signature  
16. Date  
17. Signature of Approval  
18. Date

19. Requester’s Telephone Number (SunCom, if applicable)

**Distribution of Copies:**
- Original – To Supply
- Copy – Requester’s Copy

**Attachment 1**

Operating Procedure 45-3
<table>
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<th>Item</th>
<th>Qty</th>
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Subtotal 10.77

Tax 0.00

Total 10.77

Paid Cash

RECEIVED BY _____________________________
## Supply Requisition

### To Be Completed By Requester

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<td>Each</td>
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Grand Total: **$0.00**

### Remarks:

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15. Requester’s Signature  
16. Date  
17. Signature of Approval  
18. Date

19. Requester’s Telephone Number (SunCom, if applicable)

Filled By  
Date  
Received By  
Date

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**Distribution of Copies:**  
Original – To Supply  
Copy – Requester’s Copy

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Attachment 3  
Operating Procedure 45-3