



## HICS 256 – PROCUREMENT SUMMARY REPORT

**PURPOSE:** SUMMARIZE AND TRACK PROCUREMENTS BY OPERATIONAL PERIOD AND/OR INCIDENT TIMEFRAME.

**ORIGINATION:** PROCUREMENT UNIT LEADER.

**COPIES TO:** FINANCE/ADMINISTRATION SECTION CHIEF AND DOCUMENTATION UNIT LEADER.

### INSTRUCTIONS:

Print legibly, and enter complete information.

- 1. PURCHASES** List purchases by purchase order or other reference number. Record date and time of purchase. Describe item or service. Identify vendor name. Record total cost of purchase. Use proper name to identify requestor and department. Use proper name to indicate who approved purchase. Record date and time item or service was received.
- 2. CERTIFYING OFFICER** Use proper name to identify who verified the information on the report.
- 3. DATE/TIME SUBMITTED** Indicate date and time that the form is submitted to the Finance/Administration Section Chief. Use the international standard date notation **YYYY-MM-DD**, where YYYY is the year, MM is the month of the year between 01 (January) and 12 (December), and DD is the day of the month between 01 and 31. For example, the fourteenth day of February in the year 2006 is written as **2006-02-14**. Use the international standard notation **hh:mm**, where hh is the number of complete hours that have passed since midnight (00-24), and mm is the number of complete minutes that have passed since the start of the hour (00-59). For example, 5:04 PM is written as **17:04**. Use local time.
- 4. FACILITY NAME** Use when transmitting the form outside of the hospital.

**WHEN TO COMPLETE:** Prior to the end of the operational period and as procurements are completed.

**HELPFUL TIPS:** This form may be completed with information recorded in HICS 260, Patient Evacuation Tracking Form, as available.