


Name of Policy:	Receiving Orders from Outside Vendors	 Effective Date: 4/22/2010 Initial Effective Date: 9/3/1980
Policy Number:	3364-134-52	
Department:	Radiation Oncology	
Approving Officer:	Vice President & Executive Director	
Responsible Agent:	Technical Manager, Radiation Oncology	
Scope:	Radiation Oncology	
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy		<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy

(A) Policy Statement


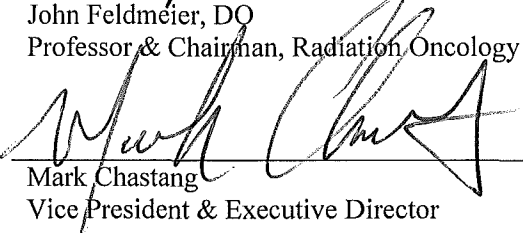
Receiving items from outside vendors shall be the responsibility of the Radiation Oncology secretaries. In the event of the secretaries' absence, the person receiving the order will place the packing slip in the secretaries' mailbox.

(B) Purpose of Policy

To ensure orders received are complete upon arrival.

(C) Procedure

1. Receive items.
2. Compare items received with appropriate purchase requisition.
3. Sign appropriate packing slips.
4. Write date received and quantity of items received on copy of purchase requisition.
5. Refile purchase requisition.

Approved by:  _____ John Feldmeier, DO Professor & Chairman, Radiation Oncology		Review/Revision Date: 10/22/1985 3/2002 10/1986 1/2007 1987 4/22/2010 1988 2/1990 11/1992 1/1994 2/1995 1996 3/1997 4/1999
 _____ Mark Chastang Vice President & Executive Director		
Review/Revision Completed By: Michelle Giovanoli		Next Review Date: 4/1/2013
Policies Superseded by This Policy: 38-52		