(A) Policy Statement

The purchase of equipment, supplies and materials will be done to meet the needs of our patient population and will be done in a fiscally-responsible manner.

(B) Purpose of Policy

To provide for adequate equipment, supplies, and materials for all programs.

(C) Procedure

1. Inventory measures will be used to assure adequate supplies at all times.

2. Any staff member can have input into recommending materials, supplies, or equipment proposed for purchase.

3. Each item ordered shall be approved by the individual responsible for the program/discipline budget. The request will be submitted via the on line requisition system in compliance with the policies of the organization.

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.