

# **MEDICAL COLLEGE OF GEORGIA**



## **GEORGIA CORRECTIONAL HEALTH CARE**

### **PURCHASING PROCEDURES MANUAL**

Revised 2-1-07

**TABLE OF CONTENTS**

<b>SUBJECT</b>	<b>PAGE</b>
<b>Contact Information-----</b>	<b>2</b>
<b>Buyers and Commodity Assignments-----</b>	<b>4</b>
<b>Frequent Vendor Information-----</b>	<b>4</b>
<b>General Information-----</b>	<b>5</b>
<b>Soft Shoe Request-----</b>	<b>6</b>
<b>How to Place and Receive Orders-----</b>	<b>7</b>
<b>Instructions for Completing a Requisition-----</b>	<b>7</b>
<b>Attachments-----</b>	<b>10</b>

## **FREQUENT MCG/GCHC CONTACT NUMBERS**

### **PURCHASING**

Lany A. Howle  
Buyer II  
Phone: 706-721-2708  
Fax: 706-721-8227  
lhowle@mcg.edu

Barbara Wallenzine  
Buyer I  
Phone: 706-721-4555  
Fax: 706-721-1525  
bwallenz@mcg.edu

### **GCHC ADMINISTRATION**

John Coakley  
Phone: 706 -721-4488 Admin/Operations  
Phone: 706 -721-5703 Scheduling  
Phone: 706-721-0922 Work Shop  
Fax: 706 -721-1721

Dwayne McLesky  
Carol Johnson  
Phone: 706-721-4486  
Fax: 706-721-1721

Chanda Crisp  
Priscilla Lyons  
Lisa Schwarz  
Claude Eddie Yates  
Phone: 706-721-0411  
Phone: 706-721-0411  
Phone: 706-721-0014  
Phone: 706-721-7336  
Fax: 706-721-9412

### **INTERDEPARTMENTAL REQUEST (IDR)**

MCG/Mail Services 706-721-3996 Fax 706-721-1675  
MCG/Bookstore 706-721-3581 Fax 706-721-2686  
MCG/Printing Services 706-721-3575 Fax 706-721-4785

## **FREQUENT VENDOR CONTACT NUMBERS**

(TO ORDER A CATALOG OR PRODUCT RESEARCH)

Bi- Medical  
Order Information – Brenda Jasper 770-492-8080  
Rep. Foster Jacobs 404-441-9158

Owens & Minor 706-860-3313 – 706-868-2421  
Product information - Cindy  
Rep. Bobby McRae 706-721-2420

Cardinal/Allegiance Product information – Sandra Small	803-356-7017 (Direct) 864-423-9149 (Voice)
Moore Medical Service Representative – Joe DelCarmine	800-234-1464 Ext 5825
Pharmed Group Product information – Ronaldo	800-683-7342 Ext 100
Battery Clinic Paulette (only specialty batteries)	706-739-0407
Union Supply Product information – Emily Stein	310-603-8899
KCI Wound VAC and supplies for Infirmaries	888-868-8884
Apria Healthcare	800-440-4647 – Give them your Zip Code and they will connect you to the nearest store for your order placement.

## **PRODUCT INFORMATION**

### **BUYERS AND COMMODITY ASSIGNMENTS**

#### **Buyer 11 – Lany Howle**

- Augusta State Medical Prison – Medical Supplies
- Requests for GCHC Bio-Medical Department except Contracts & Agreements
- Xray and Radiology supplies
- Cardinal
- Federal Medical
- Owens & Minor
- US Medical
- Pharmed - Lumbar and Support
- Osceola
- Soft Shoes
- Capital Equipment
- Repairs and Annual Maintenance Agreements

#### **Buyer 1 – Barbara Wallenzine**

- Augusta State Medical Prison – Office and Dental Supplies
- Bi-Medical – (Request form from Barbara Wallenzine)
- Bob Barker – Lotion
- Dental Supplies – Henry Schein
- Office Max – Office supplies – (Request form from Barbara Wallenzine)
- Office Furniture
- Nutritional Supplements – Ensure – Ross Labs
- Moore Medical – Last resort after checking O&M and Cardinal
- Battery Clinic
- Blood Factors
- Pharmaceutical Medications – From Infirmaries

#### **Office Max**

Fax Order Form (Contact Barbara Wallenzine for form) to Purchasing 706-721-1525.

#### **Bi-Medical**

Fax order form directly to Purchasing 706-721-1525 or e-mail to [bwallenz@mcg.edu](mailto:bwallenz@mcg.edu). For questions or problems regarding your order once it has been received, call Bi-Medical directly at 1-770-492-8080 for assistance.

## GENERAL INFORMATION

**Vendor Change** – When a vendor, specified on a Requisition (Page 7), will not sell direct, has a minimum, or there is a contract vendor for the item you requested, the vendor will be changed on the Requisition. You will receive an e-mail from Buyer showing the change. Please make a note of that for future purchases.

### **New Equipment - (Durable Medical Equipment)**

**Durable Medical Equipment (DME)** - requires approval of the Health Service Administrator (HSA), Regional Manager and the Bio-Medical Department. Items with a cost of under \$1000.00, but considered DME, still requires approval. Send the Requisition along with appropriate justification to [jcoakley@mcg.edu](mailto:jcoakley@mcg.edu).

**Single Durable Items** - \$1000.00 or more (Capital Equipment) must be on a Requisition and have approval from the Regional Manager and the Bio-Medical Department and have appropriate justification of need. A formal quote, specifications sheet or more than one suggested vendor must accompany the Requisition on all Capital Equipment. If the request qualifies as a Sole Source order, it must have the completed and approved Sole Source Document (<http://www.mcg.edu/supply/purchasing/pforms/sole.pdf>) and approvals before sending it to Purchasing.

**Equipment Repairs** - Must be reviewed by the Bio-Medical Department prior to calling in to outside vendor. Repairs approved for outside service by Biomedical over \$1000.00 require a formal quote and parts listing. All outside repairs require a Requisition be sent directly to Bio-Medical via e-mail before a PO can be issued. The site is prohibited from arranging outside maintenance or service calls. In the event of an emergency contact John Coakley at 706-721-4488.

**Equipment Rentals** - All rentals require a requisition and copy of the physician's order. The requisition will be forwarded to the Bio-Medical Department to review and to determine if there are units available from another site. A PO must be issued to the vendor by Purchasing prior to the site requesting a unit. Apria Medical provides state wide coverage on rentals.

### **Preventative Maintenance (PM)**

#### **Xray Processors – Various Vendors serving your trade area.**

The Bio-Medical Department has assumed responsibility for this process. Annual contract agreements are in place for each site with any type requirement for PM Service. A blanket PO will be issued at the beginning of each fiscal year covering service and supplies.

NOTE – At least 90% of all Medical Products, including minor equipment are available through our “Contract Vendors.” Use of the “Contract Vendors” is a mandatory requirement as mandated by Georgia Procurement Laws.
--

**Emergency or Rush Orders** – In the event of an emergency, follow the steps below to place a rush order.

1. Prepare Requisition including, identifying the item needed, including the Manufacturer's Catalog number, quantity and the vendor. (Kendall – Cat123, 3 packs, Community Hospital).
2. This Requisition must be clearly marked RUSH.
3. E-mail the Requisition to the appropriate Buyer per the commodity assignments, Page 4 of this manual. Immediately telephone the Buyer and put on alert that you have just e-mailed an "Emergency Request." Confirm the Buyer has received your request by phone.
4. The Buyer will take the appropriate action and confirm back to the user the delivery date.

## **SOFT SHOE REQUEST**

### **CONTRACT SUPPLIER IS UNION SUPPLY COMPANY**

See the detailed ordering instructions on Page 7

1. Utilization Management approval of Physicians Order is required to receive soft shoes for inmates. This document is maintained at the Site and will not be sent to Purchasing unless requested to support an "extra-ordinary special order."
2. Obtain shoe size: to include width – Should be recorded on the consult form (Request form from Lany Howle). Half sizes not on the list must be moved up to the next whole size. Inmates name and Georgia Department of Corrections number must be on form. No more than 12 paid of shoes should be on one form. Make sure shipped to is in bold and form must be typed. E-mail order to [lhowle@mcg.edu](mailto:lhowle@mcg.edu).
3. Complete the Shoe Form(s).
  - 3a One order per week – Orders received by Thursday at 12:30 PM will be placed no later than 1:30 PM on the same day.
  - 3b The Women's and Men's Low Leather Court shoes are all the same price. Both have a padded feature and soft leather. The sizes listed on the form is the contract standard sizes. The standard width is either medium or wide. Velcro shoes are listed at the bottom of the form.
  - 3d Special Order Form - If the Shoe Request is other than the standard size, submit a single order form and attach a written description and source for a shoe that has been identified. This would include the 4E, 6E. Attach the justification and the UM Approval to the Shoe Order Form.

Checking Status of Order: Call 1-888-308-6466 and ask for Emily Stein. Give her your Requisition number and date of order placement.

## **HOW TO PLACE AN ORDER**

1. Prepare a Requisition (See Below) (Contact Buyers for form)
2. Send electronically to Buyer
3. Buyer places order and sends confirmation to end user
4. A Purchasing Card (P-Card) order may be substituted for PO as Buyer deems necessary.

## **HOW TO RECEIVE AN ORDER**

1. End user receives order and checks for discrepancies
2. Send notification of items received (via e-mail) to Eddie Yates
3. If discrepancies are found, (Discrepancies – Shortages, overages, unit of measure issues, or wrong products received), prepare a Discrepancy Report and fax along with a copy of the packing list to the appropriate Buyer.
4. For P-Card orders, check packing list against Requisition. No receiving notification necessary on P-Card orders.

## **INSTRUCTIONS FOR COMPLETING A REQUISITION**

The Requisition (Contact Buyer for form) must be typed. If incomplete, it will be returned to the site unprocessed. If you are having difficulty with an electronic form, e-mail Buyer for assistance. Use Font size 12 when adding in order information.

Standardized Requisition Numbering System: Mandatory.

1. 1<sup>ST</sup> 4 DIGITS - Site Code – Example: 8301 - ASMP
2. 2<sup>nd</sup> 3 DIGITS – Consecutive - 001 – 999 (Use 4 Digits only after reaching 999)  
(You MUST keep a Log Book of the numbers to avoid duplication)

The standardized Requisition numbering system, will prohibit duplications and allows us to do queries and research status for you.

All sites are to use the attached Requisition Form, Continuation Sheets and vendor order forms for requesting services and supplies through GCHC Purchasing. Fill in the permanent unchanging information and save it so that you can retrieve it each time you place an order and will not have to type the entire form each time.

For additional copies of these instructions or forms, contact one of the GCHC Buyers or Procurement Manager for an email copy. No services are to be scheduled without a PO issued by Purchasing. All Standing Orders/Contracts are subject to renewal at Fiscal Year End (6/30), a Requisition for the new FY must be processed.

## **Document Header**

**Requisition Date:** The date you send your request to Purchasing.

**Requisition Number:** A number that you assign unique for your facility - Example: Use your Facility Code as the beginning 4 digits, i.e. 8216 (Hays SP) then continue consecutively, i.e. 001, 002, etc, making your REQ # 8216001

**Site Name:** Type the full name, no abbreviations as there are several facilities with similar names

**Ship to Address:** Complete street address, as it appears on the official Site Directory. Do not enter a P. O. Box in the Ship To field.

**City, State, Zip:** Complete city, state and zip code

**Contact Name:** The person in the facility that will have additional information if there is a question concerning the order, and/or who the order will be marked for. (End user)

**Phone – Direct line to Medical area of the contact person or HSA, include area code – Please insure that these numbers are current.**

**Fax - Complete number with area code.**

**Deliver To:** Designate Building number, name or department at the site, where you want the material to come to.

**Date Needed:** A realistic date needed. Most shipments will arrive within 7 to 10 working days with free or minimal shipping charges. Deliveries requiring quicker turn around will have to be designated "Rush," and the facility will be assessed additional shipping charges. Rush orders should be reserved for "emergency and/or critical," situations. Abuse of this privilege is costly and time consuming, contact the Buyer via e-mail when you have a RUSH order coming. Do not put "ASAP" as a needs date requirement.

**Signatures Required –** Typed name of authorized representative is acceptable on an electronic transmission. Secondary documentation can be faxed if necessary.

**Expense Approval:** HSA or designated site personnel

**Capital Approval:** Budgeted, Scheduled – HSA – Send to Bio-Medical. Non-Scheduled/Change Request – Regional Manager/Bio-Medical Department

**Account Codes:** Site should enter appropriate account codes, for the commodity or service, provided by Fiscal Affairs.

Second Approval: Non-budgeted/Critical - HSA/RM/Administration - Electronic typed approval is acceptable for HSA and RM. The Bio-Medical department will receive Capital Equipment requisition and affix budget approval prior to sending to Purchasing.

Confirmed Budget: Purchasing via Administrative Monitor (Bio-Medical Department) John Coakley

Note: All other entries in the Header are for Purchasing only.

### **Document Body**

Line # - Number of different type items starting with one and continuing 1 through 12. If you have additional items with the same vendor continue on the Continuation Form. Copy attached.

Catalog # - Manufacturers number, also known as the re-order number – Very important to identify the vendor product. On special items include page number and date of catalog.

Description - Should be at least the main nomenclature to identify the product or service  
Goods: Noun (gauze), mfg name (J&J), packaging (24/bx), size (4X4), color (N/A)

Service - Type (Repair), Equipment (Processor), Model # (1235), SN (357951), Date of Service (07/02/04) Work Order# (123654)

Quantity & Unit of Measure (UOM) - 12 Each (EA), 2 Boxes (BX), 1 Case (CS), must match the way the product is shipped and invoiced. Be clear as to UOM to avoid over/under shipments. Services should be entered as 1 JOB. This must be entered accurately.

Unit price - Do not enter - This is for Purchasing to enter the quoted price as validated.

Vendor Name – Enter vendor name. Reminder: One Vendor per Requisition

Note: In the event you are experiencing difficulty with your e-mail it is acceptable to fax a typed form to Purchasing.

REMINDER: No State employee, other than Purchasing may obligate state funds.

## **ATTACHMENTS**

1. Requisition
2. Continuation Form
3. Discrepancy Memorandum
4. Standard Soft Shoe Order Form/Special Order Soft Shoe Form
5. Shoe Order Delivery Destination Codes
6. Office Max Office Supply Form
7. Bi-Medical Quick Pick Order Form