 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-35-P01-S08
	Effective Date:	07-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 4
	Department/Section:	Wound Care Center
	Document Title:	<b>REQUISITION OF MATERIALS AND SUPPLIES</b>

B.S. Aquino Drive,  
Bacolod City,  
Negros Occidental,  
6100

### **PURPOSE:**

To ensure that all necessary equipment and supplies are requested and utilized appropriately in accordance with the guidelines stipulated by the Materials Management.

### **SCOPE:**


Applies to all Wound Care Center Staff of Dr. Pablo O. Torre Memorial Hospital (DPOTMH)

### **PERSON RESPONSIBLE:**

Attending Physician, Wound Care Center Nurses, Wound Care Center Clerks and Cashier

### **GENERAL GUIDELINES:**

1. Periodic inventory must be done, so as to monitor the usage of supplies and evaluate working status of equipment.
2. Supplies requested must be deducted from the balance of the section's approved budget for easy monitoring.
3. Management approval is required for all purchase requisitions.
4. All requested supplies and equipment made shall be logged in at the requisition logbook.
5. Schedule for the weekly requisition of supplies must be followed.
6. Only authorized user is given access to the Bizbox Departmental Requisition Program.
7. Payment shall be either cash, credit card or debit card.

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## **PROCEDURE:**

### **Acquisition of Equipment**


1. The end-user submits purchase requests with accompanying justification.
2. Purchasing Officer canvasses prices and gets quotations from at least three selected suppliers of the same equipment/ supplies.
3. Purchasing Officer requests the supplier to make a presentation and demonstration of the product.
4. Purchasing Officer compares and verifies the three quotations, makes the necessary recommendations, and forwards to the end user. The Division Head/Officer and Chief Finance Officer review the request and make recommendation for purchase.
5. The President approves the request.
6. Approved purchase request is forwarded to Purchasing Officer to consummate transaction by issuing a Purchase Order.

### **Acquisition of Supplies**

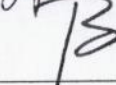
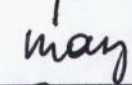
- 1 The end user conducts an inventory of supplies at the end of the work week.
- 2 List of supplies needed is requested thru the Bizbox Departmental Requisitions program on the computer. The following are the steps in the online requisition of supplies.
  - 2.1 Log in to Bizbox program with your own username and password.
  - 2.2 Choose logistics on the left side of the page by clicking on it.
  - 2.3 Choose Departmental Expense Requisition.
  - 2.4 Click "Create New Record" among the icons on top of the page.
  - 2.5 On the Add Departmental Expense Request Entry, choose Main Bodega in the "Requested to" field, then choose "Wound Care Center" in the "Requested by" field.
  - 2.6 Click "Add New Item" on the bottom right corner, to choose items for requisition.


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- 2.7 Type the first 5 letters on the blank field for the Item Description on the pop-up page and choose from the list below by clicking on the appropriate item.
- 2.8 After all the items have been chosen, click Select.
- 2.9 A list of all items requested will appear, review list for accuracy.
- 2.10 To edit quantity, type the number for the quantity of requests per item
- 2.11 Click Save at the bottom right hand corner.
- 2.12 Validate user's accessibility by typing password and clicking Ok after.
- 2.13 Click the button beside Wound Care Center on the "requested by" column to confirm that request has been sent.
- 2.14 Click print to generate a copy of the request sent.
- 2.15 File copy of request sent in the Requisition folder.


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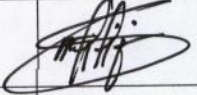
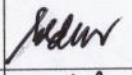


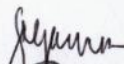

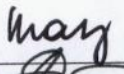
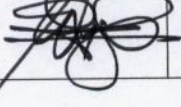
	Name/Title	Signature	Date
Prepared by:	<b>KONRAD JAN J. ESCOBIA, RN</b> OIC- Department of Emergency Medicine		7/26/22
Verified by:	<b>RICHARD S. MONTILJAO, RN</b> OIC Policy Development		7/26/2022
	<b>SHALAINE SOCORO L. DURAN, RN</b> Nurse Manager for Operations		7/28/22
	<b>HANNAH KHAY S. TREYES, RN, MN</b> Chief Nurse		7/28/2022
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		7/28/2022
Recommending Approval:	<b>MARIA LIZA C. PERAREN, RN, MAN</b> Nursing Division Officer		7/28/2022
	<b>FREDERIC IVAN L. TING, MD</b> OIC- Total Quality Division		7/28/22
	<b>MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA</b> Vice President – Chief Medical Officer		8-10-22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		9/12/22

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KEY TASKS	PERSON RESPONSIBLE
<b>Acquisition of Equipment</b>	
1. Submits purchase requests with accompanying justification.	End user
2. Canvasses prices and gets quotations from at least three selected suppliers of the same equipment/supplies.	Procurement Section Staff
3. Requests the supplier to make a presentation and demonstration of product.	
4. Compares and verifies the three quotations, makes the necessary recommendations and forwards to the end user.	Nurse-on-Duty/Attending Physician
5. Reviews the request and makes recommendation for purchase.	Division Head/Chief Finance Officer
6. Approves the request.	Hospital President & CEO
7. Consummates transaction by issuing a Purchase Order.	Procurement Section Staff
<b>Acquisition of Supplies</b>	
1. Conducts an inventory of supplies at the end of the work week.	End user
2. Requests list of supplies needed thru the Bizbox Departmental Requisitions program in the computer.	

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**APPROVAL:**

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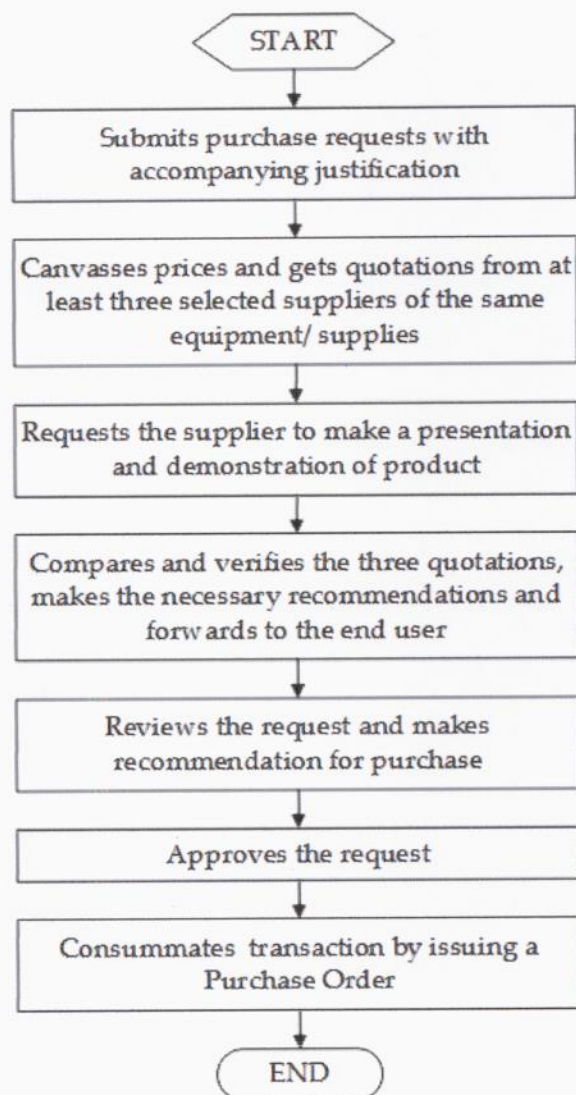
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## FLOWCHART

### Acquisition of Equipment





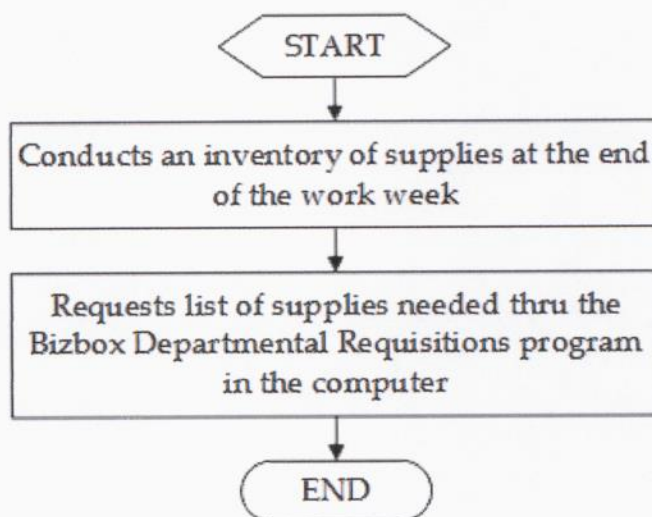
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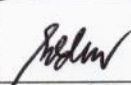


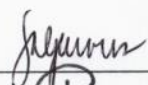

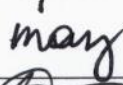
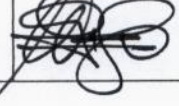
## FLOWCHART

### Acquisition of Supplies



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