 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-CSSD-DIET-P006
	Revision Number:	2
	Effective Date:	07-30-2020
	Document Type:	Policy
	Page Number:	1
	Department/Section:	Dietary
	Document Title:	PURCHASING & RECEIVING OF FOOD SUPPLIES

PURPOSE:

To provide guidelines in the purchase of food supplies to ensure quality meals to patients.

LEVEL:

Approved Suppliers, Dietitian

DEFINITION OF TERMS:

- Supplier- a person or organization that provides something needed such as a product or service.¹

POLICY:

1. The Dietary Department shall buy only from suppliers approved by the Materials Management Department.
2. The deliveries shall be done in the morning.
3. The goods delivered shall be checked against the receipt.
4. The Dietitian or Cook is authorized to reject food items that do not conform to specifications made.




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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MA. PAMELA GARILAO Dietary Manager	<i>Ma. Pamela Garilao</i>	7/17/20
Reviewed:	GEORGE ANTHONY S. ANG, RN Accreditation Standard Internal Auditor for Patient Care	<i>[Signature]</i>	7/22/2020
	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor	<i>[Signature]</i>	07/22/2020
Recommending Approval:	ENGR. NOEL P. GARBO, FPCHA Corporate Strategic Support Officer	<i>[Signature]</i>	7/24/2020
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer	<i>[Signature]</i>	8/7/2020
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO	<i>[Signature]</i>	09-15-2020

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Prepared by:	MA. PAMELA GARILAO Dietary Manager	<i>Ma. Pamela Garilao</i>	7/17/20
Reviewed:	GEORGE ANTHONY S. ANG, RN Accreditation Standard Internal Auditor for Patient Care	<i>George S. Ang</i>	7/22/2020
	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor	<i>Dennis C. Escalona</i>	07/22/2020
Recommending Approval:	ENGR. NOEL P. GARBO, FPCHA Corporate Strategic Support Officer	<i>Noel P. Garbo</i>	7/24/2020
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Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		

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PROCEDURE:

Purchasing

1. The Dietitian writes items needed on the Purchase Order based on the patient's census and menu.
2. The Dietitian makes the Purchase Order the day before (daily marketing e.g. meats, vegetable, fruits, etc.), a week before for perishable items, and a week before for groceries.
3. The Dietitian forwards the Purchase Order to Materials Management Department to facilitate the order to suppliers.
4. The Materials Management Personnel calls the supplier.
5. The Dietitian retains a copy of the Purchase Order.

Receiving

1. The Cook, Dietetic Clerk or Dietitian receives the delivered items from suppliers based on the Purchase Order for daily marketing.
2. The Dietitian or Dietetic Clerk and Materials Management Personnel receives the delivered items from suppliers based on the Purchase Order for the weekly groceries.
3. The Cooks, Dietetic Clerk or Dietitian and Materials Management Personnel, weigh the items in the weighing scale.
4. The Cooks, Dietetic Clerk or Dietitian and Materials Management Personnel, check the amount against the receipt and the completeness of delivered goods.
5. The Cooks, Dietetic Clerk or Dietitian put the items immediately in the freezer, refrigerator, or storeroom.
6. The Dietitian and Materials Management Personnel sign the receipts.
7. The Materials Management Personnel keeps the original receipt.
8. The Materials Management Personnel gives a duplicate copy of the receipt to the Dietitian.
9. The Dietitian records the duplicate copy in the logbook of all the items received.

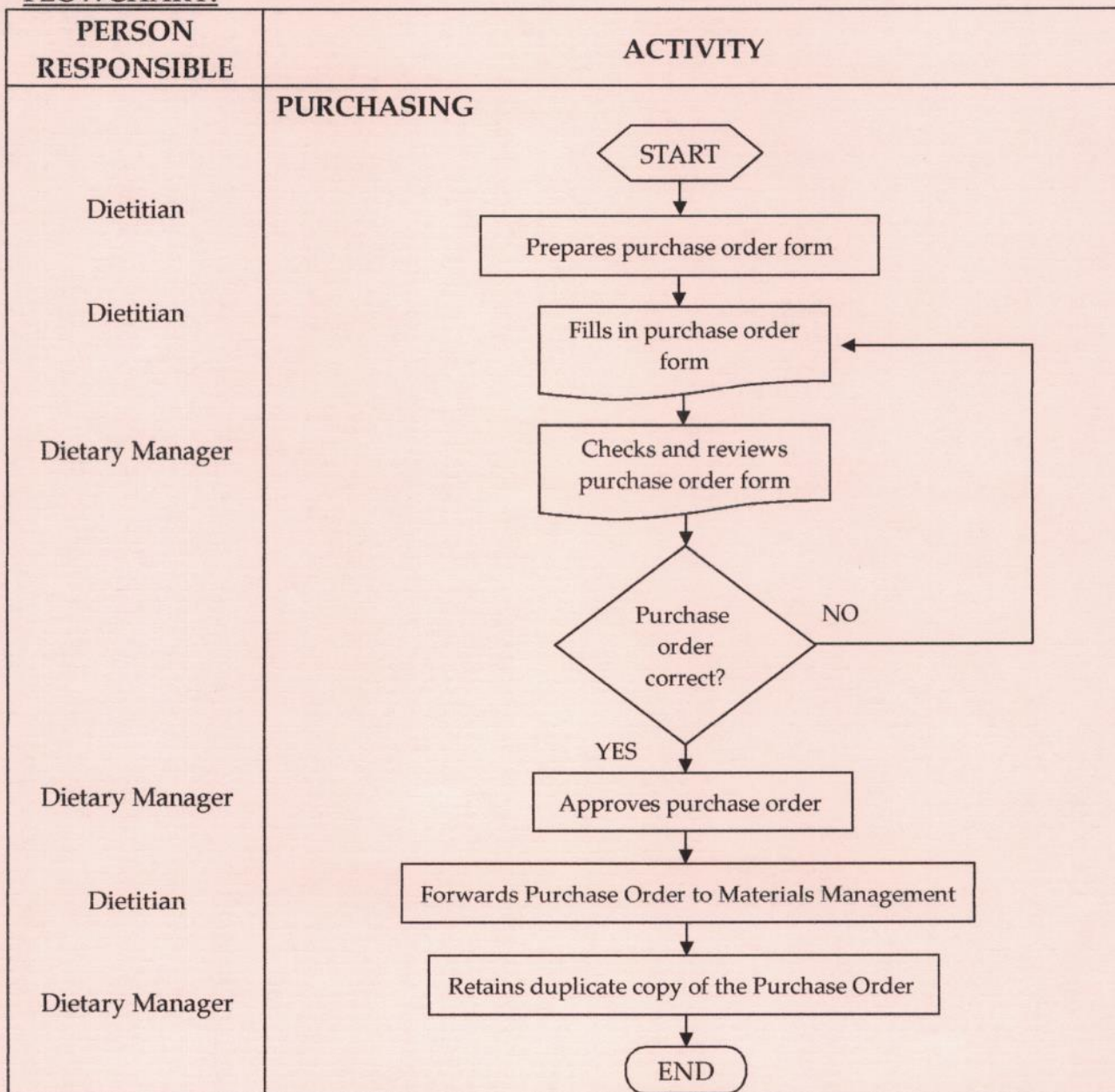


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FLOWCHART:

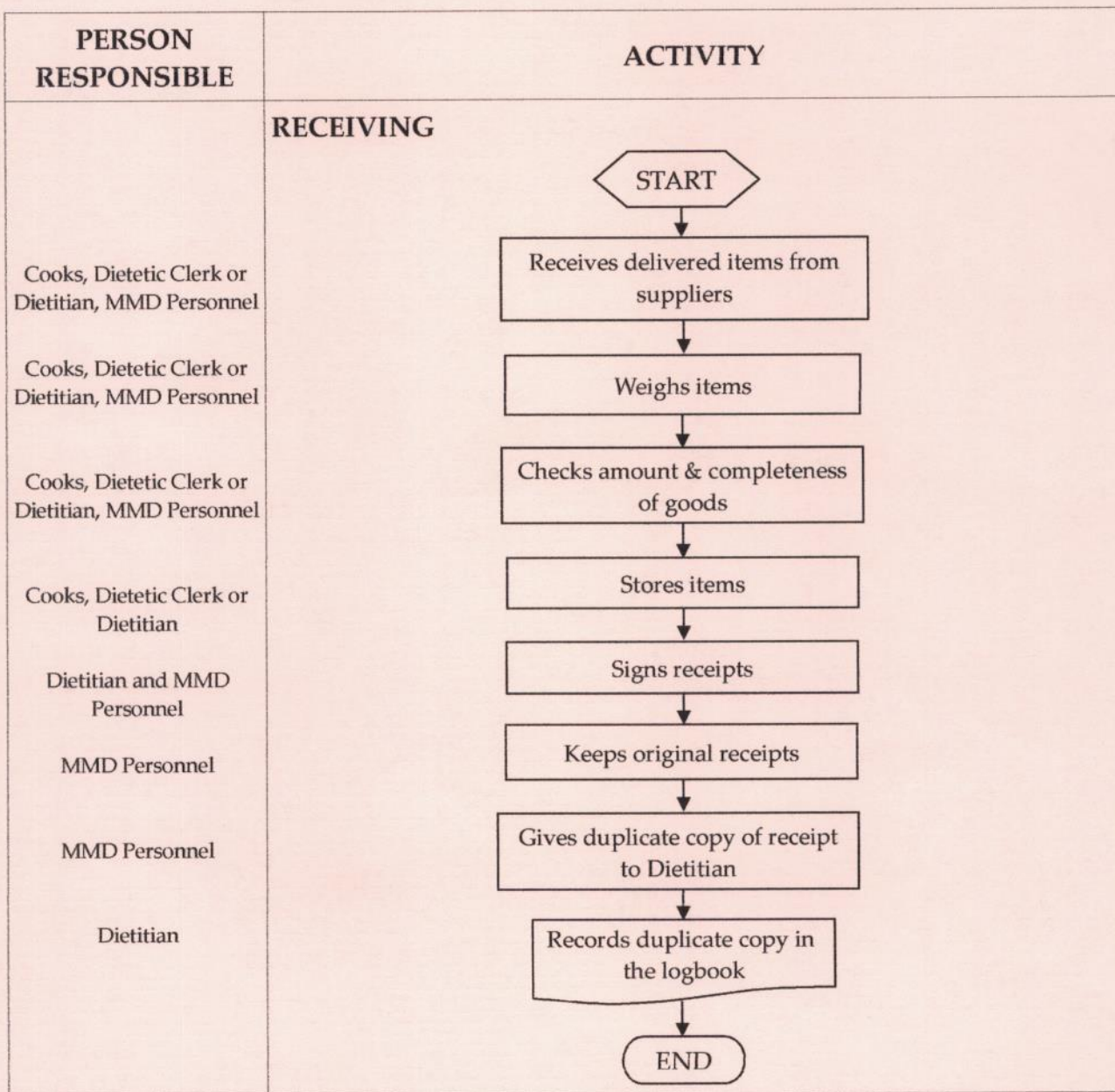





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WORK INSTRUCTION:

Dietitian

1. Orders food supplies based on patient's census and menu.
2. Orders food supplies at a specified time period.
3. Forwards Purchase Order to MMD.
4. Keeps duplicate copy of the Purchase Order.
5. Received delivered items.
6. Weighs items.
7. Checks completeness of delivered goods.
8. Stores items.
9. Signs and records receipts.

Materials Management Personnel

1. Receives delivered items from suppliers based on purchase orders.
2. Weighs items.
3. Checks completeness of delivered goods.
4. Signs receipts.
5. Gives duplicate copy of receipts to the Dietitian.

DOCUMENTATION:

1. Purchase Requisition
2. Delivery Receipt
3. Logbook

DISSEMINATION:

1. Dietary Department Policy and Procedure Manual

REFERENCE:

¹*Supplier* | *Definition of Supplier by Lexico.* (n.d.). Lexico Dictionaries | English. Retrieved June 1, 2020, from <https://www.lexico.com/en/definition/supplier>