I. **PURPOSE** To maintain an inventory of equipment and supplies to meet the needs of patients and employees.

II. **SCOPE** Medical Equipment Staff, Purchasing Department Staff

III. **POLICY** The purchasing process mandated by State Purchasing Office will be followed for ordering of medical equipment and supplies.

IV. **PROCEDURE**

**Ordering of a new item:**
- If the total amount of purchase is under $500 (including shipping and handling), order the item by Local purchase.
- If the total amount of purchase is over $500, send to purchasing.

**Reordering from inventory list:**
- The inventory spreadsheet gives a current number of equipment and supplies on hand and is used as a tool for reordering when supply reaches a pre-set level. The ME technician will check the spreadsheet and follow the purchasing process for reorders.

**Purchasing Processes:**

A. **QPA:** All state QPAs (Qualified Purchasing Authorization) are available online. Any medical product on the state QPA must be purchased from the QPA, unless special request with justification is approved by RSH purchasing committee.

B. **Primary Vendor:** When medical equipment staff are notified by the purchasing department that a contract with a primary vendor is in place, ordering can be done through this company without sending three bids. Purchase from the primary vendor is not mandated if a less expensive product is found from another vendor.

C. **Local Purchase:** Local purchases can be used if supplies or new equipment is needed immediately. Local purchase can be used for a new item, if the total does not exceed $500. Call local vendors for product availability and price. Pick up item from local vendor and deliver to the area requesting. Send receipt to purchasing and enter information into Peoplesoft Windows.