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|  RECEIVING SUPPLIES AND SERVICES  | NO. 342 |
| POLICY:The facility recognizes the need for a logical system to order and receive supplies, services and equipment.PROCEDURE:1. General supplies with the exception of Pharmacy should be received by the Administrative Offices. Pharmacy items should be received at the appropriate nursing station.
2. The Administrative Department staff has authority to sign for deliveries and distribute stock. If stock cannot be delivered, it should be secured in a designated receiving area. Appropriate staff shall be promptly notified to pick up their respective equipment.
3. The delivery tickets shall be forwarded to Accounts Payable along with a copy of Purchase Request for payment, incomplete deliveries shall be noted and followed up regularly until successful completion.
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| Approved: | Effective Date: | Revision Date:3/17 | Change No.: | Page: 1 of 1 |