



# Stony Brook Medicine Administrative Policy and Procedures

<b>Subject:</b> EC0019 Ordering Supplies and Equipment In Emergencies	<b>Published Date:</b> 05/23/2022
Management of Environment of Care	<b>Next Review Date:</b> 02/22/2025
<b>Scope:</b> SBM Stony Brook Campus	<b>Original Creation Date:</b> 07/15/1988

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## **Responsible Department/Division/Committee:**

Purchasing

## **Policy:**

Stony Brook University Hospital has a process for ordering supplies and equipment in emergencies.

## **Definitions:**

**Emergency order (EME)** – order is defined as an urgent and unexpected requirement where patient care, public safety or the conservation of public resources is at risk. A department's failure to properly plan in advance which then results in a situation in which normal procurement procedures cannot be followed does not constitute an emergency.

Emergency orders are orders that require next day delivery (or patient care is affected.) They are NOT for routine supply ordering.

There are two procedures, one for during normal business hours & one for after normal business hours (or weekends), for processing an emergency or "EME" order.

**Normal business hours are Monday - Friday, 8:30 a.m. - 5:00 p.m.**

## **Procedures:**

## Procedure for Emergency or "EME Orders During Normal Business Hours:

- A. During normal business hours the end user department encumbers a requisition on the Lawson system. **The requisition must have a buyer code of "EME"**. The following information MUST be entered on the requisition header comments under "Comments to Print on Headers on Internal Documents":
1. Name & Phone extension of a contact person in the department to be called if there's a question or problem placing the order. The person referenced on the requisition MUST be available to answer questions. **It's the responsibility of the buyer to contact the person referenced on the requisition & inform them when the order is placed.** The contact person MUST not leave their department in order to receive the call from the buyer so that any and all questions are answered.

**IMPORTANT** – The Purchasing Department CANNOT guarantee next day delivery on emergency "EME" orders entered on Lawson after 3:00 P.M. since many vendors have cut off times for next day delivery PRIOR to 3:00 P.M. The departments advised of the delivery date by the buyer.

1. The Purchasing Department staff is responsible for checking the "EME" buyer queue for emergency orders. This is done every 15-20 minutes from 8:30 A.M. until 5:00 P.M., Monday – Friday.
  2. Emergency Orders are automatically called in for next business day delivery UNLESS an alternative date is specified in the requisition comments. (i.e. If the requisition is input on Friday, the order would be called in for Monday delivery. If the user department needed Saturday delivery, the user department notes that in the comments.
- B. If the user department does NOT have a requisitioner available to enter a requisition into the Lawson system OR the Lawson system is down, the department MUST call the Purchasing department to discuss/approve the order & obtain a manual purchase order number so that the department may place the order themselves. The following procedure is to be followed when this situation occurs:
1. After obtaining a manual purchase order number from the Purchasing Department, the user department MUST input a requisition to the dispensing Buyer's queue for the order the NEXT business day, so that when it arrives, the Receiving department can receive the order on the Lawson System.

2. The user department MUST reference the following in the requisition header comments under "Comments to Print on Headers on Internal Documents":
    - a. The phrase "EMERGENCY ORDER ALREADY PLACED BY DEPT"
    - b. The manual purchase order number given to them the day before
    - c. The name of the buyer who gave them the manual purchase order number
    - d. The name of the person (vendor employee) that they placed the order & confirmed pricing with
    - e. The confirmation or order number
    - f. The expected delivery date of the order
    - g. A brief justification of the emergency
  3. The user department must email the buyer that they obtained the manual purchase order from with the order & requisition information.
- C. The buyer is responsible for getting the purchase order on the Lawson system, by following up with the user department if the department does NOT enter a requisition to be attached to the manual purchase order number given to them previously.
- D. The buyer is responsible for updating the manual purchase order number log with the following information: date the purchase order number was given, purchase order number, purchase order code (PO or RQ), vendor name, department name, department budget number, buyer code, requisition number order total and requester.

#### Procedure for Emergency or "EME" Orders after 5pm and on Weekends:

- A. In the beginning of the fiscal year, high volume user departments are issued a block of manual purchase order numbers to be used after 5 pm and on weekends if an "EME" order is needed. The following procedure is followed when this situation occurs:
- B. When emergencies are during times other than normal business hours, it is necessary for the requisitioner to take independent action in order to prevent patient care from being adversely affected.
- C. The Nursing Office has a block of emergency purchase order numbers on hand for after-hours purchases. The requisitioner can use one of these numbers to obtain goods or services. Purchasing and Receiving is notified the next business day to insure proper receipt and delivery as well as payment to the vendor in a timely manner.
- D. The user department MUST input a requisition for the emergency order the NEXT business day. The department follows the same procedure for

inputting a requisition as when there is no requisitioner available or the Lawson system is down.

1. After placing the order with a manual purchase order number, the user department inputs a requisition for the order the NEXT business day, so that when it arrives, the Receiving department receives the order on the Lawson System. The user department references the following in the requisition header comments under "Comments to Print on Headers on Internal Documents":
  - a. The phrase "EMERGENCY ORDER ALREADY PLACED BY DEPT"
  - b. The manual purchase order number from their block.
  - c. The name of the buyer who gave them the manual purchase order number.
  - d. The name of the person (Vendor employee) that they placed the order & confirmed pricing with.
  - e. The confirmation or order number
  - f. The expected delivery date of the order
  - g. A brief justification of the emergency
- E. Once assigned, the buyer is responsible for getting the purchase order on the Lawson System, by following up with the end user department if the department does NOT enter a requisition to be attached to the manual purchase order given to them previously.
- F. The buyer is responsible for updating their manual purchase order number log with the following information: date the purchase order number was given, purchase order number, purchase order code (PO or RQ), vendor name, department name, department budget number, buyer code, requisition number, order total and requestor.

**Forms:** (Ctrl-Click form name to view)

Hospital P. O. ([Lawson System](#))

Hospital Purchase Requisition ([Lawson System](#))

**Policy Cross Reference:** (Ctrl-Click policy name to view)

None

**Relevant Standards/Codes/Rules/Regulations/Statutes:**

None

**References and Resources:**

None