



STANTON TERRITORIAL HEALTH AUTHORITY

Yellowknife, Northwest Territories

TITLE: Stores Ordering	Revision Date: 15-July-2016	Issue Date: 15-July-2014
Document Number: SCM90100	Status: Approved	
Distribution: Specimen Control Manual	Page: 1 of 2	
Approved by: C. Case, Manager of Diagnostic Services	Signed by: <i>Cheryl Case</i>	

PURPOSE:

The purpose of this procedure is to allow the user to order general lab supplies from the Materials Management Department at Stanton Territorial Hospital.

SUPPLIES:

- General Laboratory Order Log
- Recurring Requisition Manual Worksheet

PROCEDURE INSTRUCTIONS:

Step	Action
Ordering from Stores	
1	The Stores order is performed weekly. Print a copy of the Recurring Requisition Manual Worksheet (SCM90110). It is preferable that this be done on a Monday after sending the items requested by Yellowknife Primary Care Clinic (YPCC) laboratory.
2	Go into the storage areas and check to see which items will be required within the next week. If you notice items getting low in volume, indicate the amounts required on the worksheet.
3	Deliver to Materials Management via their inbox in the mailroom.
4	Log that the order has been placed on the General Laboratory Order Log (SCM90000).
5	Ensure that when the order arrives that the items are put away and that the arrival is recorded on the General Laboratory Order Log

NOTE: This is a CONTROLLED document for internal use only. Any documents appearing in paper form are not controlled and should be checked against electronic version prior to use.

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RELATED DOCUMENTS:

- SCM90000 General Laboratory Order Log
- SCM90110 Recurring Requisition Manual Worksheet

REVISION HISTORY:

REVISION	DATE	Description of Change	REQUESTED BY
1.0	30Jun13	Initial Release	B. Hussey
1.1	15Jul14	Reviewed – No Changes	C. Russell