

OREGON STATE HOSPITAL

POLICIES AND PROCEDURES

SECTION 1: Administration

POLICY: 1.005

SUBJECT: Information Technology Hardware and Software

POINT PERSON: DIRECTOR TECHNOLOGY SERVICES

APPROVED: GREGORY P. ROBERTS
SUPERINTENDENT

DATE: JUNE 19, 2015

I. POLICY

Oregon State Hospital Policy and Procedure 1.005, "Information Technology Hardware and Software" has been deleted. Please refer to Attachment A for a purchasing process flowchart.

II. ATTACHMENTS

Attachment A Ordering Process Flowchart

OSH Salem Campus Ordering Process

Updated 05.07.15

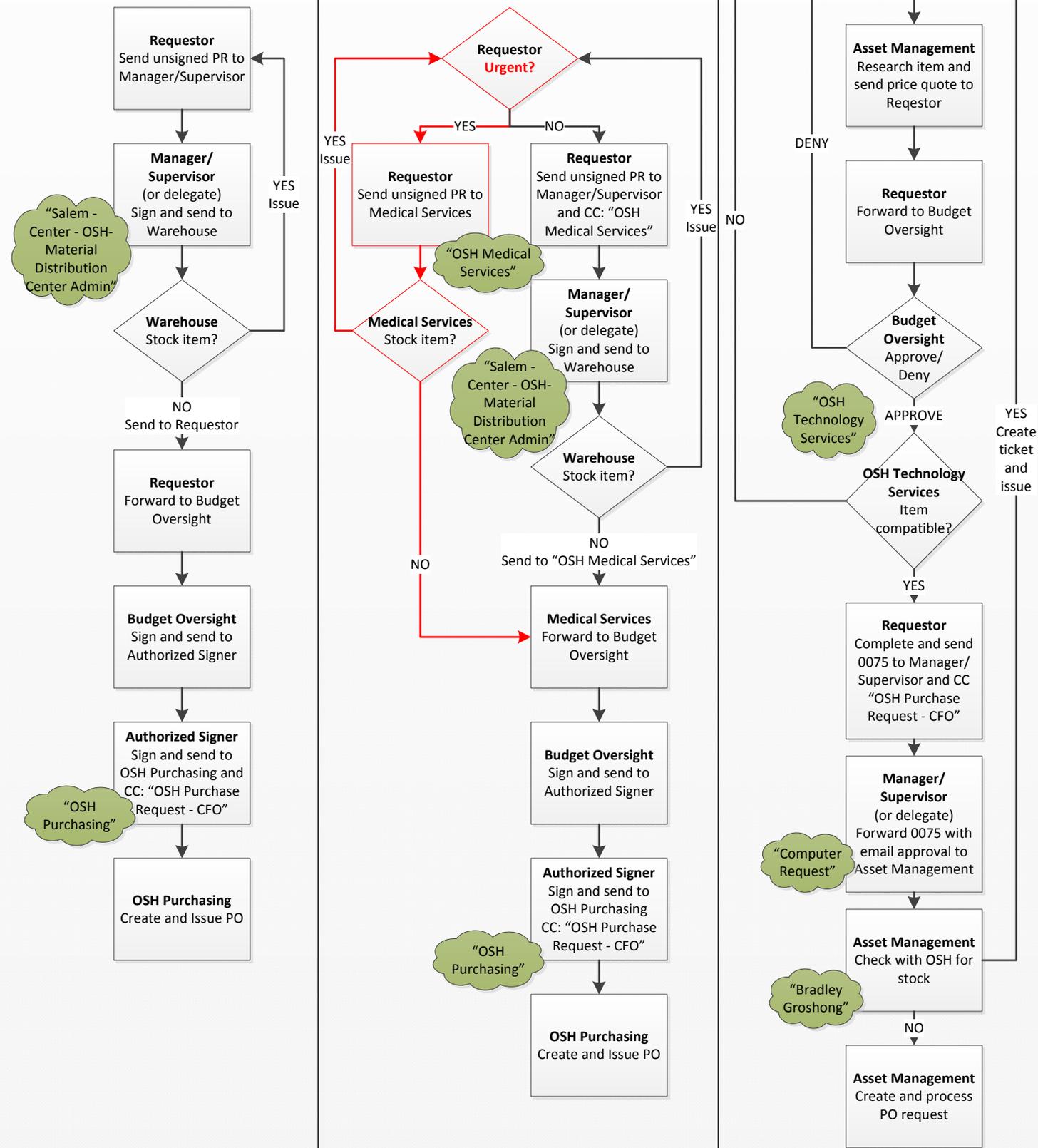
Supplies

Medical

Information Technology

NOTES:

- Prior following the Supplies and Medical processes, check warehouse inventory at: <http://oregonstate.tmsonline.com/materialissue>.
- **At every step when emailing, CC the requestor.**
- If the request is denied at any point in the process, a notification email must be sent to the requestor.



ELECTRONIC PURCHASE REQUEST EMAIL PROTOCOL

Requestor

1. The originator of the PR completes the form electronically and attaches it to an email.
2. The subject of the email should include the item type, area ordering and dollar value:

RFP:Medical:BY3:\$2000 or RFP:Office Supplies:BY2:\$2000

3. If the item is needed right away, note "ASAP" in **RED** in the body of the email, mark the email as "high importance" and type the subject to read:

ASAP:RFP:Medical:BY1:\$2000

4. In the email body, include justification or reason why the item is necessary, especially if the item is similar to something already stocked in the warehouse.

Recipients

1. Sign and save the PDF form electronically. Do not print and sign the hard copy. Keeping the form electronic allows others to make any needed adjustments and electronically sign themselves.
2. Be sure to forward to all parties, including the requestor, on the email and include the signed PR and any attachments. This ensures all parties remain informed and also ensures that attachments do not get lost.
3. Look at the process flow sheet and based on the type of PR, add the next department or individual who authorizes to the "send to" line to pass the PR forward for further authorization. Only the current version of the signed PR needs to be forwarded to the next party (applicable for forms with multiple signatures) .
4. Since other individuals may be cc'd, please clarify to whom you are sending the request in the body of the email.
5. If you need more information about the PR or are denying the PR, please clarify to whom you are requesting additional information or denying in the body of the email.

Contacts

Questions regarding all processes:

- Dave Marsland: 503-945-2831 or dave.marsland@state.or.us
- Nancy Holman: 503-945-9869 or nancy.holman@state.or.us
- Lori Hackwell: 503-945-2830 or lori.l.hackwell@state.or.us

Questions regarding medical process:

- Email to: "OSH Medical Services"
- Theresa Pierce RN: 503-947-8066
- Teresea Wheeldon AS1: 503-947-8067