



TEXAS J REGIONAL ADVISORY COUNCIL

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Standard Operating Procedure

FINANCIAL SOP:	Receiving Purchases
SOP NUMBER:	F # 2
SOP EFFECTIVE DATE:	7/08
SOP REVIEWED:	6/09; 8/10
SOP REVISED:	6/09; 8/10

SOP AUTHORITY STATEMENT:

As stated in the By-Laws in Article VI.10 The Executive Committee shall be empowered to employ personnel to conduct the business of the RAC.

As stated in the By-Laws in Article IX.7 All Texas J RAC Acquisitions shall be inventoried to include at a minimum: a description of the equipment, serial number if applicable, purchase date, purchase cost and location of the equipment. Texas J RAC will monitor hospitals/EMS entities to ascertain that the hospital/EMS entity has a property control system to maintain an inventory of purchases made and the ability to monitor purchases using that system. All items purchased through the J RAC will be tagged with a designated inventory tag and recorded in the Texas J RAC inventory before being sent to receiving hospital/EMS entity.

OPERATING PROCEDURE:

1. Receipt of all goods, equipment and supplies, will be processed promptly by the RAC office staff.
 - a. Receiver will pull the packing slip from the shipment. All merchandise addressed to Texas J RAC will be opened to enable proper receiving.
 - b. Unless otherwise approved by the Executive Committee, there will be no intentional personal shipments delivered directly to employees.
2. Inventory of all goods received by the RAC office staff to include at a minimum:
 - a. Description of the equipment, serial number if applicable, purchase date, purchase cost and location of the equipment.
 - All items will be tagged with a designated inventory tag and **recorded in the Texas J RAC inventory before being sent to receiving hospital/EMS entity.**
3. Distribution of goods, equipment and supplies, by the RAC office staff.
 - a. All deliveries will require the signature of a receiving entity before the goods can be left with the entity.
 - b. The signed copy of the delivery document will be returned to the RAC office for filing.
 - c. All priority/refrigerated items take priority over all deliveries and will be promptly done.