

SUBJECT: Excerpt of MemorialCare Purchasing Policy FP-233		
The following MemorialCare affiliates have adopted this: <input checked="" type="checkbox"/> Policy & Procedure or <input type="checkbox"/> Policy (only) or <input type="checkbox"/> Procedure (only)	<input checked="" type="checkbox"/> MemorialCare Shared Services <input checked="" type="checkbox"/> Long Beach Medical Center <input checked="" type="checkbox"/> Miller Children’s & Women’s Hospital Long Beach <input checked="" type="checkbox"/> Orange Coast Medical Center <input checked="" type="checkbox"/> Saddleback Medical Center <input checked="" type="checkbox"/> MemorialCare Medical Foundation <input type="checkbox"/> Select Health Plan <input type="checkbox"/> Memorial Medical Center Foundation <input type="checkbox"/> Saddleback Memorial Foundation	REFERENCE: N/A
		PAGE: 1 OF: 3
		EFFECTIVE: 03/01/2024
MANUAL:	Campus/Manual	
OWNER:	Finance Department	

I. POLICY

A.

Note: This document is an excerpt of MemorialCare Purchasing Policy FP-233 used for supplier communication. MemorialCare employees should reference the complete [Purchasing FP-233](#) policy.

MemorialCare (MC or MHS) Purchasing department will procure all supplies, equipment, and services required by all MC wholly owned, non-profit entities. A Purchase Order (PO) is required prior to receipt of supplies, equipment, and services, unless an exception is noted (see below).

II. DEFINITIONS

A. **Suppliers:** Vendors, contactors, and anyone providing products and/or services to MemorialCare.

B. **MemorialCare (MC or MHS):** An entity participating in the integrated health care delivery system doing business as MemorialCare (listed above).

III. PROCEDURE

1. Purchase Order Exclusions - Items and services that <u>do not require an MC contract and do not require a purchase order.</u>	
a)	One-time emergency service repairs, not under contract agreement
b)	Utilities, such as electricity, gas, water, telecommunications, cable, refuse collection

- c) Taxi reimbursement; utilize taxi vouchers
- d) Florist and gift shop items
- e) Open credit relationships with vendors, such as gas station/fuel cards
- f) Expenses meeting definition for employee expense reimbursement, including individual membership dues and subscriptions, outside seminars and conferences; refer to MHS Finance Policy Travel, Entertainment and Membership
- g) Refunds, such as patient, RX, classes
- h) Gift certificates; refer to MHS Finance Policy Taxation of Employee/Volunteer Gifts
- i) Donations or civic contributions
- j) Regulatory licensure and certifications, such as DMV, OSHPD, CDPH, DHS, city business licenses
- k) US Post Office services, such as postage, PO Box fees, business reply/bulk mailing

2. Purchase Order Exclusions – Items and services that require an MC contract but do not require a purchase order.

- a) Express mail and shipping; utilize primary MHS contracted freight service
- b) Freight and delivery charges for vendors that are billed separately
- c) MHS contract courier service
- d) Honorariums
- e) Reference lab testing services
- f) Contract registry or other temporary staffing agencies
- g) Legal services; MHS Legal Department authorization required
- h) Physician administrative or medical services; active MHS contract and backup documentation required
- i) Outsourced non-clinical ancillary services, such as housekeeping, security, linen rental
- j) Coffee, drinking water and related consumable supply services; utilize MHS contract vendor(s)
- k) Custom printing stock, clinical uniforms; utilize MHS primary custom printing portal for formulary purchases

3. Contacts

Contacts	<p>For payment questions contact AP Customer Service by submitting a ServiceNow Ticket.</p> <p>External Link - AP ServiceNow Ticket</p>
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	<p>Internal Link - AP ServiceNow Ticket</p> <p>For urgent matters, please call our AP Customer Service line @ 714.377.3142 to speak to an AP Customer Service Representative.</p> <p>For contract questions contact MC Contract: MHSContracting@memorialcare.org</p> <p>For purchase order questions contact MC Buyers: MHSBuyers@memorialcare.org</p> <p>For EDI and general procurement inquiries contact MC Supply Chain: Internal – Procurement ServiceNow Ticket External - E-mail: MHS_SCSupport@memorialcare.org</p>
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