

Purchase Requisition and Invoice Requirements for Services or Damages for Hurricane Dorian.

Requisition and Invoice needs to state:	Hurricane Dorian related expense	
Service provider's Name	Company XYZ	
Location requesting service / Cost Center	Example Zimmer Cancer Center	
Facilities / Construction Damage assessment	Causes of damage, and how much debris is being removed and how it is disposed see example	
Inventory of debris removal	Quantities of materials removed.	
Location of repairs	Location where the work is being done	
All other departments Location of service	Location and justification for services	Example: extra linen for storm to support 96 hours for 4 locations
Scope of Work	Detailed description of the work being done	
<p>Example of a Scope of work for damage and repairs Location (full address) of where the work or service is being provided, to include requesting department. Damage assessment: causes of damage, and how much debris is being removed and how it is disposed and location of disposal site. Grid coordinates. Pictures and description of damages before repairs. How large the area is that is damaged measurements? Inventory of damaged facility (i.e. 10 x 10 section of drywall, (6) 2 x 4s, (20) 2 x 2 ceiling tiles,) Hurricane Dorian caused of the damage is a result of water intrusion from a hole in the roof that caused damage to 10 feet of ducted work and electrical and internet cabling. If they us a generator or motorized equipment. They will need run time logs and operator hours.</p>		
<p>Example of a Scope of work for services Ordered 96 hours of food to support 4 facilities (list the address being supported) supporting a patient census of 760 and staff of 2,000 these are supplemental or emergency supplies.</p> <p style="text-align: center;">Please Avoid NO TIME AND MATERIALS CONTRACTS Do not use the word standby services, materials, and supplies</p>		

Name/Description – Hurricane Dorian 2019

- Company 10 - NHRMC – 9021
- Company 20 - CHA - 7999
- Company 50 - PMH – 5101
- Company 60 - NHRMC HC – 5597