

Origination Date: 09/2019
 Revision Date:

Standard Work: Shelter In Place Purchase Requisition Form



Purpose: To order emergent supplies or services during the Shelter in Place
Performed By: Requestor
Activity Starts: 9/4/2019 @ 8:00PM EST
Activity Ends: TBD
Process Owner: Supply Chain
Time Needed: TBD

Step	MAJOR STEPS (WHAT) (WHEN) (High level steps)	KEY POINTS (HOW) (WHO) (Detailed Steps)	REASONS FOR KEY POINTS (WHY)
1	Requestor identifies the need for a supply or service.	Department identifies a need for a supply or service that is not being met	Fulfill a need or service during a "Shelter in Place"
2	Informs the Incident Command Center of the issue	Requestor communicates the issue to the command center so that senior leadership is aware of the concern or problem	To make the incident Command center aware of the issue
3	Incident Command Center instructs Requestor to go to CAPS Live and print or download the "Hurricane Dorian Supply or Service Requisition Form 9-4-2019" form and "Purchase Requisition and Invoice Requirement Form for Hurricane Dorian 9-2019"	Command center informs requestor of the process to get a supply or service	Start the process of creating a Purchase Requisition for goods and/or services
4	Follow instructions at the bottom of the "Hurricane Dorian Supply or Service Requisition Form 9-4-2019" form Submit the form to Supply Contacts at the bottom of the form	Requestor enters purchase requisition in Lawson and completes the form as instructed on the bottom of the page	Gives Supply Chain all required information to create a purchase order for goods and/or services
5	If there are any questions please contact: Amy Riechers amy.riechers@nhrc.org Cell Phone: 910-604-8216	If the requestor has any questions or needs filling out the form, contact Supply Chain for help.	Supply Chain can assist in the process to ensure the correct information is submitted.