PRO-7508
Purchasing Critical Items
Revision: 0
Issue Date: March 23, 2018
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Approved By: Nelson A. Santos

See also: Acquisition Policy
Purchase Card Handbook
PRO-7509, Placing Critical Items into Use
LPEM
ADM
REDACTED

ACTION BY:	***ACTION:***
Purchase Requestor	1. **Reviews** the List of Critical Item Suppliers to see if a chosen vendor is approved or disapproved. 1a. If approved, **goes** to step 2. 1b. If disapproved, **chooses** a different supplier, or **determines** if prior reason for disapproval should be re-evaluated. 1c. If on neither list, **evaluates** vendor requirements from the discipline-specific manual appendix to determine if the vendor can be added to the approved list. **Goes** to step 2. 2. **Specifies** the critical item in detail on a DEA-19. 3. **Requests** the certificate of conformance, where applicable. NOTE 1: The scope of accreditation must be applicable to the service requested. NOTE 2: The certificate may be included with a shipment of consumables or available on the supplier website. 4. **Forwards** the request to the laboratory procurement coordinator for concurrence.
Procurement Coordinator	5. **Verifies** that the item or service is critical and **verifies** that the supplier is on the approved list 6. If the supplier is not approved, **returns** the DEA-19 to the requestor. 7. If the supplier is approved, **forwards** the request to the allowance manager for a signature.
Allowance Manager	8. **Approves** the request and the order is processed.

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Receiver (Verifier)

9. **Reviews** the delivery and the associated documentation for accuracy by comparing items/services, and part numbers or descriptions, as specified on the DEA-19.

10. **Inspects** the critical item for damage, if possible.

    10a. If accepted, **records** the results of the delivery item(s)/ service(s) as accepted, and informs the purchase requestor.

    10b. If not accepted, **records** the results of the delivery item(s)/service(s) as rejected.

11. **Notifies** the purchase requestor and the vendor of the item(s)/service(s) rejection and the reason for rejection.

12. **Returns** the item to the vendor or **works** with the vendor to bring the service to an acceptable level, in accordance with the Purchasing Procedures Handbook.

13. **Delivers** item(s) to purchase requestor, if applicable.

Purchase Requestor

14. **Follows** policy located in the ADM, LPEM or REDACTED regarding the handling of the critical item, if applicable.

End of Document

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