

RESOLUTION NO. HA2026-05

CLINTON REGIONAL HOSPITAL	POLICY AND PROCEDURE	
	MANUAL MATERIALS MANAGEMENT & PURCHASING	
	SUBJECT	
	PURCHASING POLICY	

Purchasing Policy

It is the policy of Clinton Hospital Authority, DBA Clinton Regional Hospital, to alternate weeks for payroll and accounts payable payments. It is the responsibility of each department to be forward-thinking and to plan in advance to provide all purchase requests needed to control inventory and facilitate financial planning.

1. Competitive Bidding

A. The Clinton Hospital Authority shall adhere to the provisions of Oklahoma Statutes (2001), Title 61, Sections 101 et seq. when determining when competitive bidding is required and the manner in which competitive bids will be obtained. Limited exceptions from the requirement of competitive bidding are included in the Statute.

2. Each department manager will facilitate communication of department needs via the following communication methods:

A. Phone call

B. Email

C. In-person meeting

1) Department managers are expected to provide details including, but not limited to, item descriptions, manufacturer item numbers, quantities requested, dates in which items must be received.

2) If item(s) require expedited shipping, department managers must disclose this information prior to placement of an order.

3. The purchasing manager will evaluate vendor options for purchasing based on product categories and determine the best pricing value for each item requested:

A. If multiple vendors fall within the same purchasing category, items will be researched through each vendor to choose the best pricing.

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- B. After obtaining the best pricing, the purchasing manager will prepare a purchase order with the pertinent vendor and order details following.
4. The purchasing manager will submit the purchase order request via email, along with details to the facility CFO for final approval, prior to order completion:
 - A. The CFO will respond in writing to authorize or deny the purchase request, with an explanation provided if the order is unauthorized.
 - B. Upon approval of orders, the purchasing manager will complete the request and forward the final purchase order with details to accounts payable.
 - C. Once received by accounts payable, the accounts payable clerk will retain the purchase order documentation until all related invoices are received.
 - D. Upon receipt of applicable invoices, the accounts payable clerk will verify that all charges listed correlate with the purchase order and supporting documentation
 - E. With completion of the verification process, invoices can be entered into the accounts payable system for payment consideration.
 5. The request for Emergency Spending shall not exceed \$10,000.00 by the facility CFO and will be reported and approved by the Clinton Hospital Authority at the next scheduled meeting (regular or special.) Examples of emergency expenses include, but are not limited to equipment repairs, acts of nature, and/or staffing emergencies.
 6. Debt Service
 - A. All long-term indebtedness, in the form of bonds, notes or lease purchase obligations, shall only be incurred in the manner provided by law.
 7. Incurring Indebtedness
 - A. As provided for in Article 10, Section 26 of the Oklahoma Constitution, the City is prohibited from becoming indebted in any manner for any purpose in an amount exceeding the amount appropriated by the City Council for such purpose, without voter approval. To the extent that the Hospital Authority is obligating City assets, the Hospital Authority shall comply with the Oklahoma Constitution and State Statutes.

Kenneth Baker, Chairman
Clinton Hospital Authority