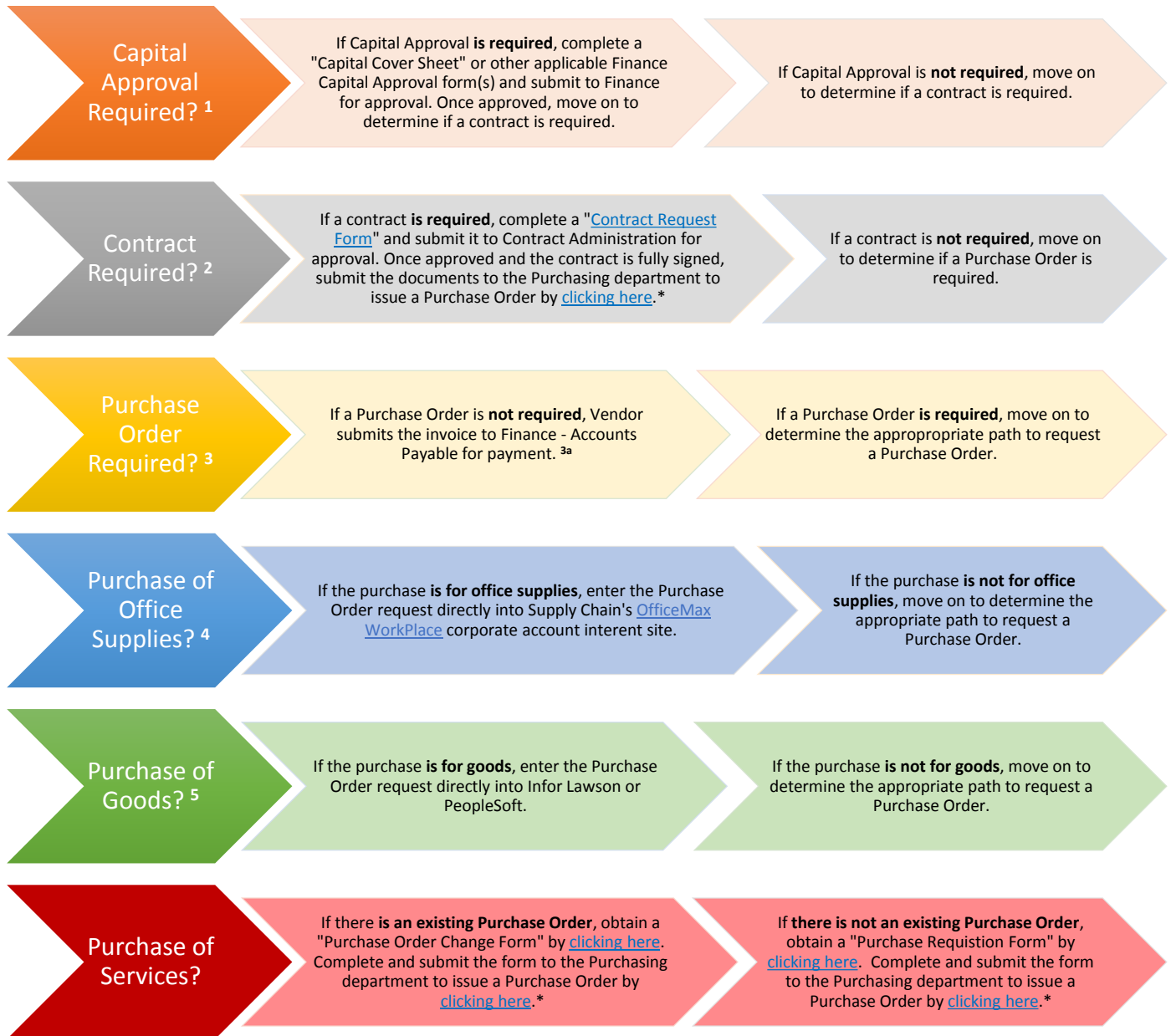


## TRAINING GUIDE - How to Purchase Goods & Services

**Description:** This training guide provides an overview of all potential steps involved in purchasing goods and services from a Vendor on behalf of the following entities: 1) Stanford Health Care; 2) University HealthCare Alliance; 3) Stanford Blood Center, LLC; 4) Lucile Salter Packard Children's Hospital at Stanford ("Lucile Packard Children's Hospital" or "Stanford Children's Health"); 5) Packard Children's Health Alliance; and 6) The Hospital Committee for the Livermore-Pleasanton Areas ("Stanford Health Care - ValleyCare"). Further definitions of select steps are noted by a number and detailed on the following pages.



\*For Lucile Salter Packard Children's Hospital at Stanford ("Lucile Packard Children's Hospital" or "Stanford Children's Health"), [click here](#) to request a Purchase Order directly in PeopleSoft.

### **1 Is Capital Approval required?**

- Contact the applicable entity Finance department for information regarding the applicable capital policies and procedures for Capital Approval.
- Capital Approval is required when purchasing a “capital asset”, which generally involves property, plant, and equipment where:
  1. The depreciable value is over Five Thousand Dollars (\$5,000.00) for Stanford Health Care or Two Thousand Five Hundred Dollars (\$2,500.00) for Lucile Salter Packard Children’s Hospital at Stanford; and
  2. The depreciable life is over two (2) years.

### **2 Is a contract required?**

- A contract is required if any of the following statements is true\*:
  1. A Vendor presents a legal or contractual document to sign.
  2. A Vendor includes terms and conditions on a quote, proposal, estimate, or invoice for the purchase of services.
  3. A Vendor is providing services on the entity’s premises.
  4. A Vendor will be paid more than One Hundred Fifty Thousand Dollars (\$150,000.00).
  5. A Vendor is considered a “referral source” and is providing services to, receiving services from, issuing payment to, or requesting payment from an entity.
    - a. A “referral source” is a physician (a doctor of medicine or osteopathy, a doctor of dental surgery or dental medicine, a doctor of podiatric medicine, a doctor of optometry, or a chiropractor), physician group, hospital, ambulance service, managed care organization, nursing facility, laboratory, non-physician health care provider or other person or organization that refers patients to an entity, or to which an entity refers patients.
  6. A Vendor will have access to Protected Health Information (“PHI”), internal data, or the Digital Solutions/Information Services networks.

\*A contract is not required if a purchase involves only advertising insertion orders providing for the placement of advertisements in print, online, or broadcast media.

### **3 Is a Purchase Order required?**

- Purchase Orders are used to control corporate expenditures so that they can be properly validated against invoices and tracked to individual cost center budgets. A Purchase Order is not required if the purchase of goods or services is for one of the following types:

- |  |  |  |
|--|--|--|
| 1. Utility Bill: Electricity, Water, Cable Television, and Telephone | 10. Meals, Catering, and Flower Services                         | 18. Organ Transplant Delivery and Related Services |
| 2. Property Rent   | 11. Government Agencies  | 19. Telecommunication Conferencing Services        |
| 3. Professional Dues and Required Job Licenses                       | 12. Accrediting Agencies   | 20. P-Cards and other Corporate Credit Cards       |
| 4. DMV Fees  | 13. Freight  | 21. Mortuary/Autopsy Services                      |
| 5. Long-Term Vehicle Leases  | 14. Printing (e.g., brochures, posters, etc.)                    | 22. Reference Labs                                 |
| 6. Moving and Storage Services                                       | 15. Off-site Conferences and Seminars                            | 23. Non-Medical Gift Shop Inventory (ValleyCare)   |
| 7. Payroll Taxes   | 16. Subscriptions (e.g., magazine, journals, publications, etc.) | 24. Contracted Clinical Temporary Staff Services   |
| 8. HR Benefits (e.g., health, dental, and vision premiums)           | 17. Inter-Entity/Inter-Hospital agreements                       | 25. Pharmaceutical Vaccinations                    |
| 9. Bond and Interest Payments  |  |  |

### 3a Submit invoice to Finance - Accounts Payable to issue payment.

- Scan and send all the documents to the applicable Finance – Accounts Payable email corresponding with the applicable entity listed below.

Entity:	Finance – Accounts Payable Email:
Stanford Health Care	SHCAPInvoices@stanfordhealthcare.org
University HealthCare Alliance	APUHA@stanfordhealthcare.org
Stanford Blood Center, LLC	SBCAPInvoices@stanfordhealthcare.org
Lucile Salter Packard Children’s Hospital at Stanford ( <i>“Lucile Packard Children’s Hospital” or “Stanford Children’s Health”</i> )	ap@stanfordchildrens.org
Packard Children’s Health Alliance	pcha@stanfordchildrens.org
The Hospital Committee for the Livermore – Pleasanton Areas ( <i>“Stanford Health Care – ValleyCare”</i> )	AcctsPayable_VC@stanfordhealthcare.org

### 4 Is this a purchase of office supplies?

- Office supplies are consumables and equipment regularly used in administrative offices. Supply Chain has contracted with OfficeMaxWorkplace.
- For a step-by-step guide on how to order office supplies, please reference [TRAINING GUIDE – Ordering Office Supplies Using OfficeMaxWorkplace](#).

### 5 Is this a purchase of goods?

- Goods are tangible items. Goods include, but are not limited to, medical supplies, surgical supplies, materials, single-use disposables, durable medical equipment, and other types of equipment.
- For a step-by-step guide on how to enter Purchase Order requests in Infor Lawson, please reference [TRAINING GUIDE – Requesting Purchase Orders for Goods in Infor Lawson](#).
- For a step-by-step guide on how to enter Purchase Order requests in PeopleSoft, please reference [TRAINING GUIDE – Requesting Purchase Orders for Goods in PeopleSoft](#).