



## DEPARTMENTAL POLICIES & PROCEDURES

Department Name: COLLEGE OF NURSING, KING SAUD BIN  
ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES

Region: CENTRAL REGION

Subject: OFFICE SUPPLIES

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Replacement:

Applicable: This policy applies to all departments, faculty and staff involved in requesting office supplies in the College of Nursing-Riyadh at King Saud bin Abdulaziz University for Health Sciences.

### 1. PURPOSE

To define policies and procedures of College of Nursing-Riyadh (CON-R) at King Saud bin Abdulaziz University for Health Science (KSAU- HS) in requesting office supplies (Medical and Non-Medical).

### 2. DEFINITIONS

- 2.1 **Non-Medical Supplies** refers to all the stationary materials that are consumed within setting during normal business operations.
- 2.2 **Medical Supplies** refers to the non-durable disposable health care materials ordered to serve a medical & hygiene purpose. This definition related to specific items : disinfection Spray, dispenser, dispenser tissue, jell dispenser, sanitizers Gel for desk.
- 2.3 **Stock Items** refer to items for which a continuous check has been established within a program facility, and is included in the Logistic Services Stock Catalogue. Stock items are maintained in one (1) or more of the program warehouses.
- 2.4 **Oracle KFH Department Requisition** a responsibility to manage and order supplies.
- 2.5 **CON-R** College of Nursing-Riyadh
- 2.6 **HRS** Help Request System

### 3. POLICY STATEMENTS

- 3.1 The Monthly Office Supplies Order Form (**Appendix A**) shall be submitted by each department through Help Request System (HRS).
- 3.2 The Administrative Affairs is responsible to receive the monthly office supplies requested by each department through the HRS.

