Student Lab Bag Orders

Policy and Procedure
Table of Contents

Policy .................................................................................................................................................. 3
Purpose ............................................................................................................................................... 3
Scope ............................................................................................................................................... 3
Student lab Bag Orders Procedure ................................................................................................. 4
Revision History ............................................................................................................................... 4
Student Lab Bag Orders

Policy and Procedure

**Policy:** Student lab bag orders for each location must match the number of students requiring them for clinical activity.

**Purpose:** The Student Lab Bag Orders policy and procedure is intended to ensure that the number of bags ordered matches the number of student requiring them.

**Scope:** Clinical Faculty, Finance, Purchasing
Student lab Bag Orders Procedure

1. Student lab bags are ordered each semester for junior and senior year students. In the summer, the bags are ordered for ABSN students.
2. The assigned clinical faculty at each location decides how many students will be in the clinical for a particular semester and sends the information to the finance designee.
3. The lab bag contents are decided by the clinical faculty at each location and the Assst. Dean in charge of lab operations. These bags are the same for each location for Clinical I and Clinical 2 students.
4. Once the number of students are decided and sent to finance, the designee will work with the Medical Equipment Affiliates (MEA) representative and get the quote for each – Clinical I and Clinical II to set up the requisition.
5. Once the requisition and the sole source is done and approved and the PO created by Purchasing, MEA will get the bags ready and ship to each location at decided date by the designated faculty, before the new semester begins.
6. Purchasing will pay these PO on their procard against OUCN’s chartfield assigned for the lab bags.

Revision History

<table>
<thead>
<tr>
<th>Revision</th>
<th>Date</th>
<th>Description of Changes</th>
<th>Requested By</th>
<th>Approved By</th>
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<tr>
<td>1.0</td>
<td>9/1/2011</td>
<td>Initial Release</td>
<td>Harriet Parmar</td>
<td>Assistant Dean of Finance and Administration</td>
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<tr>
<td>1.0</td>
<td>4/8/2014</td>
<td>Reviewed and no changes needed.</td>
<td>Sandra Fix</td>
<td>Assistant Dean of Finance and Administration</td>
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