

Policy Section: Pharmacy Care Laboratory

Issued by:

Date:

Policy Number and Title: 3. Pharmacy Care Laboratory  
Ordering Procedure

Approved by:

Date:

Effective Date: 4/14/10

Revision Date (s): 6/1/15

## I. POLICY

The ULM School of Pharmacy Integrated Lab Sequences consist of a six-semester longitudinal course sequence reinforcing students' knowledge, skills, and attitudes necessary for current and future pharmacy practice through a broad range of skills. Students and faculty frequently utilize the pharmacy care laboratory during the six-semester integrated lab sequences. Laboratory materials and supplies are often needed to complete laboratory exercises or experiments.

## II. PURPOSE

To provide faculty and staff with policies and procedures for ordering laboratory supplies.

## III. PROCEDURE

### **For Morris & Dickson Orders:**

1. Dr. Anthony L. Walker, Lab Manager, will email all orders to Dr. Connie Smith, Director of Experiential Education, for approval. A copy will be sent to Mrs. Susan Rogers, School of Pharmacy Business Office Manager.
2. Within 24 hours of approval, Mrs. Rogers will electronically submit order to Morris & Dickson and send an email confirmation to Dr. Walker.
3. If Dr. Walker does not receive order from Morris & Dickson within 48 hours of email confirmation, the business office will be contacted for clarification.

### **For Orders from Other Vendors:**

1. Dr. Anthony L. Walker, Lab Manager, will email all orders to Dr. Connie Smith, Director of Experiential Education, for approval. A copy will be sent to Mrs. Susan Rogers, School of Pharmacy Business Office Manager.

2. Within 24 hours of approval, Mrs. Rogers will submit a requisition for a purchase order and email confirmation of submission to Dr. Walker.
3. If Mrs. Rogers has not received a purchase order within 48 hours, she will contact the ULM Purchasing Department for clarification.
4. If Dr. Walker does not receive the order within 5 days of email confirmation, the School of Pharmacy Business Office will be contacted for clarification.