


GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER		
TITLE: Medication Procurement	POLICY NO: AD-PHARMA-12	Page 1 of 2
RESPONSIBILITY: Pharmacy		
APPROVED BY:  _____ THERESA C. ARRIOLA, DIRECTOR	DATE OF ORIGINAL APPROVAL: 11/14/19	
	LAST REVIEWED/REVISED: 11/14/19	

PURPOSE:

To establish guidelines for Pharmacy personnel based on regulatory standards regarding the medication procurement process.

POLICY:

- A. It is the policy of Guam Behavioral Health and Wellness Center (GBHWC) that all purchases and disbursements made by the Pharmacy are exclusively for the benefit of the agency, in a manner that is fair, objective, and financially sound. No staff member shall personally benefit in any manner as a result of any purchase or sale made for the agency.
- B. GBHWC follows the Medicaid and Medically Indigent Program (MIP) drug formulary listing to purchase drugs.
- C. Any section other than the Pharmacy needing specific pharmaceuticals shall send their request to the Pharmacy for procurement.
- D. The Pharmacy shall maintain a safe level of inventory, at least 6 months' supply of regular drugs and 3 months' supply of controlled drugs, in its storage room. Once the drug quantity drops to below safety level a reorder for the drug will be made.

DEFINITIONS:

AS400 System: An accounting information system hardware platform that maintains all accounting records of details as well as summaries of financial transaction. Is utilized and shared by all Government of Guam line agencies.

Procurement: The process of purchasing medications in compliance with Guam Procurement Rules and Regulations/.

Ordering of Medication: The process of coordinating with the selected/awarded vendor on the fulfillment and delivery of medications.

PROCEDURE:

- A. General Purchasing: Medication totaling \$25,000 and below
 - 1. The Pharmacy Technician will request a reorder of bid item drugs that falls below the inventory safety level in the AS400 system.
 - 2. The reorder quantity will be reviewed by the Pharmacist prior to inputting in the AS400 system.
 - 3. The order request will be processed by the Financial Section in the AS400 system once approved by the Director.

4. A requisition for issuance of a purchase order by the General Services Agency (GSA) will be prepared.
 5. A copy of the purchase order will be delivered to the Pharmacist or administrative delegate for posting and filing.
- B. General Purchasing: Medication totaling more than \$25,000
1. Should go through Invitation for Bid process. (Refer to Financial Policies on Procurement).
 2. The Pharmacist shall complete the Medication Specification Description of all Drugs to be procured and review the Invitation for Bid Packet prior to the Director's final approval and processing by the Financial Section.
 3. The Pharmacist will coordinate with the vendor who wins the Bid for the fulfillment and ordering of medications.



GUAM BEHAVIORAL HEALTH & WELLNESS CENTER

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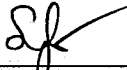
REVIEW AND ENDORSEMENT CERTIFICATION

The signatories on this document acknowledge that they have reviewed and approved the following:

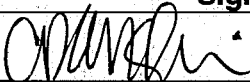
Policy Title: Medication Procurement

Policy No: AD-PHARMA-12

Initiated by: Pharmacy

Date	Signature
11/07/2019	

Quenie-Mei Fisher
Pharmacist

Date	Signature
11/7/19	

Carissa Pangelinan
Deputy Director