



# University of Connecticut Health Center

POLICY NUMBER 2006-33

October 13, 2006

## **POLICY: PURCHASING B-5: REPAIR POLICY**

### **PURPOSE:**

This policy establishes guidelines for handling the repair of equipment.

### **SCOPE:**

All University of Connecticut Health Center (UCHC) faculty and staff.

### **POLICY STATEMENT:**

The policy of UCHC requires a valid requisition submitted prior to the repair by the Business Owner.

### **Definitions:**

1. Purchase Requisition (PR) - An electronic requisition or a three-part paper, pre-numbered requisition form (HCA-39) which is used to request supplies, equipment, or contractual services. Only individuals who have been authorized through the UCHC Signature Authorization System shall approve PR's. Manual requisition must have the appropriate department accounts and budget signatures. Both types of PR's are documents which give the authority to buy and commit funds. These requisitions also describe for the Purchasing Department requested supplies, materials, contractual services or equipment.
2. Purchase Order (PO) - A computer generated form issued by the Purchasing Department to request repair of equipment received on a PR.
3. Business Owner (BO) - Person or department submitting PR for material, service or equipment.
4. Vendor - The supplier of materials, services or equipment requested.
5. Types of Repairs -
  - *On Premises Repair Vendor* comes to UCHC and repairs the equipment.
  - *Service Facility Repair* The equipment is shipped to the manufacturer or the repair facility.

### **Responsibilities**

1. **Director of Purchasing** is responsible for ensuring compliance to the policy.
2. **Assistant Director of Purchasing** is responsible for reviewing all PR's and assigning them to the appropriate Purchasing Services Officer.

3. **Purchasing Services Officer** is responsible for reviewing PR's, determining whether the equipment is still under warranty or if either a UCHC or State Contract cover covers the repair.
4. **Business Owner** is responsible for providing an authorized PR to the Purchasing Department which shall have a description of the problem, make, model number of the equipment and a reasonable estimated cost.
5. **Vendor** is responsible to comply with any warranties or contract pricing.

### Procedures

1. Business Owner is to:
  - A. Submit an on-line PR referencing, if available, the original PO on which the equipment was purchased.
  - B. Contact repair provider(s) to request an estimated cost. If cost is more than 50% of the original purchase price consideration should be given to replacing the equipment.
  - C. Upon receipt of the PO number from the Purchasing Department, implement one of the following procedures:
    1. **On Premises Repair** contact vendor to provide PO number, location of equipment and arrange date and time for repair.
    2. **Service Facility Repair** after receiving PO number:
      - contact repair facility for a Return Merchandise Authorization (RMA) number
      - complete Return/Shipping Authorization form (HCA-614) noting PO number for repair on form. This form may be obtained from the Receiving Department.
      - send equipment to be repaired with form HCA-614 attached to shipping for pick-up by vendor's carrier
  - D. Both types of repairs shall have POs issued using the Two-Way (TW) match PO type. The Business Owner shall be responsible to sign-off on invoices to authorize payment by the Accounts Payable Department. If the repair exceeds the amount of the PO the vendor must provide specific information that supports the additional cost. A PO amendment may be required to cover the additional repair cost.
2. Assistant Director of Purchasing reviews requisitions and forwards to appropriate Purchasing Services Officer.
3. Purchasing Services Officer reviews the PR and:
  - A. Determines if the equipment is still under warranty or if either a UCHC or State Contract cover covers the repair.
  - B. Issues a PO for repair and forwards to Business Owner.

[Link to Purchasing B-5](#)

**Robert W. Murphy**

**11/14/06**

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**Director of Purchasing**

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**Date**

**Peter Deckers, MD**

**11/20/06**

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**Executive Vice President for Health Affairs**

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**Date**

**NEW POLICY: October 13, 2006**