

EMERGENCY MEDICAL SERVICES AUTHORITY

10901 GOLD CENTER DRIVE, SUITE 400
RANCHO CORDOVA, CA 95670
(916) 322-4336 FAX (916) 324-2875



DATE: October 7th, 2020
TO: All CAL MAT Field Site Personnel
FROM: EMSA Department Operations Center
SUBJECT: CAL MAT Field Site Supply Requests and Procurement

This memo will serve as interim direction on how procurement is to be managed and how supplies are to be requested at CAL MAT field sites.

No CAL MAT personnel shall make purchases with their own money or credit cards unless authorized by a member of the EMSA Finance and Administration team.

CAL MAT personnel making unauthorized purchases should NOT expect reimbursement for the expenses.

1. All requests for supplies should be submitted on a 213RR to DOC Operations.
2. Urgent requests should still be submitted on a 213RR to DOC Operations, the site lead should then notify Operations via a phone call of the urgent nature of the request.
3. Operations will work with Logistics and Finance/Admin to expedite delivery and or procurement of urgent supplies.
 - a. If needed, Finance/Admin will make purchases for pick up by the field site or direct drop delivery to the site.
4. Be sure to check the correct priority box in BOX 8 on the 213RR. Also, include this priority in the subject line when emailing the request to Operations. Provide any additional details for justification of the urgent need in BOX 6 and or in the body of the email.
5. Be sure to provide a Point of Contact and phone number so that Operations, Logistics and Finance can reach out directly with questions or other communication.
6. Urgent supply request should be submitted separately from Routine and Low priority requests.
7. For afterhours urgent needs; Contact your Site Leader who will contact the DOC Director and or Logistics Chief who will provide guidance.
 - a. If needed, the Finance/Admin Chief can be consulted to assist with an urgent purchase.
 - b. In the event contact cannot be made with the positions listed above, contact the EMSA Duty Officer for further assistance and direction.
 - i. EMSA Duty Officer 916-431-0475.
8. For Low or Routine priority orders, please allow a full 24 hours for the request to be filled and shipped to the site. For Pharmacy related items, please allow 36-48 hours to receive items.

Please contact EMSA Department Operations Center with any questions regarding supply requesting and procurement. 916-255-4166.