

Quality Management System Procedure [Laboratory Name]	Issue Date: YYYY/MM/DD	Rev.: 0
	QSP 4-6-1 - Purchasing	
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Prepared by: _____ Date: _____

Reviewed by: _____ Date: _____

Approved by: _____ Date: _____

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Purpose

This procedure defines the process for the selection and purchase of services and supplies. This procedure is also used for reception and storage of supplies.

Scope / Field of Application

This procedure applies to all purchases/acquisitions of services and supplies made by the laboratory.

Definitions and Acronyms

Request for Purchase – Document initiating a procurement of equipment, supplies, or services.

Qualification Process – Process of demonstrating whether an entity is capable of fulfilling specified requirements.

Grade – Category or rank given to entity having the same functional use but different requirements for quality.

Responsibilities

The responsibilities of individuals who will perform the process described in this procedure are detailed in the following Procedure section.

Materials Required

Request for Purchase form

Effective Date: YYYY/MM/DD