



A. Exhibit 2

**Multnomah County
Materiel Management**
Revision September 2008

**QUICK REFERENCE GUIDE
FAMILY PLANNING COMMODITIES**

For Outside Agencies

Finance/Materiel Manager:	Richard F. Swift, Jr., MPA, Ext. 24367
Inventory Control Specialist III:	Chris Wingerd, Ext. 28707
Inventory Control Specialist II:	Perry Guthrie, Ext. 85601 Joe Trussell, Ext. 26971
Inventory Control Specialist I:	Jim Randazzo, Ext. 28707
Buyer II (Medical):	Kate James CPPB, Ext. 22354
Buyer II (Office):	Mike Dubesa CPPB, Ext. 22644
Finance Technician/ Customer Service:	Dorothy Johnson, Ext. 24391

Business Hours 8:00 am – 4:30 pm, Monday through Friday
Telephone 503-988-5299 (press 1, enter ext. #)
Fax 503-988-6265

700 NE 55th Ave. Building A
Portland, OR 97213



TABLE OF CONTENTS

Cover Page/Staff Identification	
1.0 Introduction	Page 3
1.1 Items Stocked	Page 3
1.2 Delivery Time	Page 3
1.3 Ordering Procedure	Page 4
1.4 Family Planning Order form	Page 5
1.5 Correspondence & Inquiries	Page 5
1.6 Pricing and Billing	Page 6
1.7 Return of Stock	Page 6
Example of Order form/Price list	
Example of Invoice	
Example of Return Form	



1.0 INTRODUCTION

This procedure has been prepared for Public Administrators and Customers to aid them in ordering products from Multnomah County Central Stores. Multnomah County maintains an inventory of family planning items for the following purposes:

- ◆ To purchase supplies in quantity at lower prices that can be passed on to our customers
- ◆ To store items commonly used to reduce acquisition and delivery times.
- ◆ To control outdating.
- ◆ To simplify purchasing procedures.

1.1 ITEMS STOCKED

Central Stores maintains a formulary of regularly stocked family planning items. The order form is updated periodically when commodities are added and deleted. Price list is updated and provided monthly.

Customers may request that new medical supply items be stocked at Central Stores by contacting the inventory buyer at (503) 988-5299, ext. 22354. The item requested will be considered for addition to inventory depending upon frequency and quantities of use, storage space, costs and other factors. The Family Planning formulary committee will make the final decision for addition of new Family Planning Program items. This is done annually.

1.2 DELIVERY TIME

Central Stores requisitions are processed on an aged basis; that is, the oldest order first, regardless of the origination. Orders are filled as soon as it is possible to do so, usually within 48 hours after receipt. Agencies that might need an unusually large quantity of an item are encouraged to check with Central Stores before sending in an order to insure product availability.

Emergency orders should be kept to a minimum and will be handled accordingly depending upon their operational impact to the requesting user and Central Stores.

Orders will be delivered by United Parcel Service unless other delivery arrangements have been previously made. The cost of freight and a surcharge of 10% will be added to the requestor's invoice total.

A special handling fee will be assessed when the 10% surcharge fails to cover product handling costs. The fee will be noted and incorporated into the cost of the product listed on the order form.



1.3 ORDERING PROCEDURE

The following procedure will apply when ordering from Central Stores. Please note that “out of stock” items will be backordered and sent automatically when received into stock.

RESPONSIBILITY ACTION

Requestor	1. Prepare Family Planning Supply Program order form. Forward it to Multnomah County Central Stores, 700 NE 55 th Ave., Portland OR 97213 or fax to: Dorothy Johnson at 503-988-6265.
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Central Stores	2. Fill order and prepare invoice/packing slip. 3. Package requested items along with the invoice.
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Distribution Services or U.P.S.	4. Person delivering or picking up items will sign manifest in Central Stores warehouse. 5. Deliver supplies to the requestor.
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Requestor	6. Inspect supplies upon receipt to determine the order has been filled accurately. Discrepancies should be noted and immediately reported to Central Stores at 988-5299 x 28707. 7. Upon receipt of ordered items, reconcile the invoice monthly and initiate payment by referencing the “Goods Issue” number that appears on the customer copy of the invoice to insure proper credit to your account.
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TERMS ARE 30 DAYS

Past due accounts may be refused service until your account is brought up to a current status.

8. Forward payment to:
Multnomah County Materiel Management
700 NE 55th Ave. Building A
Portland OR 97213

County Finance/ AR	9. Receive payment from outside agencies and record payment.
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1.4 FAMILY PLANNING ORDER FORM

The Family Planning order form is used to order stock from Central Stores. The following are instructions for proper completion of the form.

<u>ITEM</u>	<u>INSTRUCTIONS</u>
(1)	DATE: Enter the date the order form is submitted.
(2)	AGENCY: The full name of your work site. Example: "Lincoln County Health Department."
(3)	ADDRESS: The full address of where the delivery is to be made.
(4)	CONTACT PERSON: The name of the person who can assist queries and accept delivery of order.
(5)	PHONE NUMBER: The phone number of the contact person. A direct extension is appreciated.
(6)	QUANTITY: Order items in increments that relate to the unit of issue.

1.5 CORRESPONDENCE AND INQUIRIES

In order that we may be in compliance with the Oregon Board of Pharmacy regulations, we must maintain in our files your most current *STATE OF OREGON BOARD OF PHARMACY COUNTY HEALTH CLINIC REGISTRATION* Number or the DEA number of your dispensing physicians.

Correspondence concerning shipping of stock items can be faxed to Central Stores warehouse, attention Chris Wingerd 503-988-6265. Replies to written inquiries will be expedited if requestor attaches a copy of the order form pertaining to the questioned delivery.

Telephone inquiries (503-988-5299 x 28707) should refer to the invoice number (4900000XXXXX) and the particular line item number in question.

Questions and/or concerns about the quality of merchandise should be sent to the attention of the Central Stores Buyer, Kate James at 700 NE 55th Ave., Portland, OR 97213 or email: kate.z.james@co.multnomah.or.us.

Assistance and/or questions regarding payment of your account should be directed to Accounts Receivable at 503-988-5299 x 24391 or email: dorothy.j.johnson@co.multnomah.or.us.



1.6 COMPUTER PRICING AND BILLING

Prices charged for stock items are computer calculated average costs that are recalculated each time a commodity is received. The unit cost reflected on your invoice is the actual cost paid to the supplier by Multnomah County. These prices may be more or less than the prices shown on the periodic formulary mailed to you.

1.7 RETURN OF STOCK

Central Stores may authorize credit for the return of stock items.

Customer will pay return shipping charges and handling fees will not be reimbursed when:

1. Merchandise is ordered in error.
2. Items are not needed and no current or future usage is anticipated. Such items must have at least 8 months good dating, be free of labels, writing or other markings. Product must be in original packaging and be in good condition. Product must not be torn or shipworm.
3. Items are EXPIRED.

Multnomah County will pay return shipping charges when:

1. Merchandise is shipped in error.
2. Items are defective due to faulty manufacturing.

Returned items SIX MONTHS past expiration WILL NOT be accepted for credit.

Return of stock is subject to the following guidelines:

Only those products originally purchased from Multnomah County Central Stores are eligible for return and only if they appear on the return form.

1. A return form is available for select family planning items.
Fill out the appropriate form completely in the same manner as the order form. Send along with the returnable items to Central Stores. Some items are not eligible for return due to vendor/manufacturer constraints.
2. Merchandise returned must not be adverse to Central Stores inventory position.
3. Returns are calculated the same way that billings are calculated. Whatever price is in the computer at the time a credit is issued is the amount that is credited. That may be more or less than was originally paid for the item.

For return of Paragard IUD, call Kate James (503) 988-5299 ext. 22354.



MULTNOMAH CO. FAMILY PLANNING ORDER
700 NE 55th Building A Portland OR 97213
PHONE: 503-988-5299 X 24391
TOLL FREE FAX :866-333-1879
LOCAL FAX: 503-988-6265

AGENCY:

CITY

PHONE:

CONTACT:

EXAMPLE
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Table with columns: Item ID, Description, Unit, Price, and Category. Includes sections for CONTRACEPTIVES, ASST. MEDICATIONS & SUPPLIES, and CONDOMS.

*** Items are non-stock and may not be returned for credit

PRICES SUBJECT TO CHANGE WITHOUT NOTICE



Multnomah County
 Central Stores - Medical
 700 NE 55th AVE, BLDG A
 Portland OR 97213
 TEL: 503-988-5299
 FAX: 503-988-6265

Warehouse Date: 05/13/2005
 Customer Num: 0000200092
 Delivery Date: 05/13/2005
 Goods Issue: 4900114705
 Page 1 of 1

Invoice

EXAMPLE

Deliver To:

Reservation No.: 0000148386
 Requested By: JOHNSODJ
 Account: 0000200092
 Ship Code:
 Comments:
 Filled/Date _____
 Checked/Date _____
 Pkgs Shipped _____

Line Item	Material # Description	Bin Number	Original Quantity	Unit	Current Issue	Previously Issued	Unit Price	Total
1	M27010105 DEPO PROVERA 150 mg/ml SYRINGE #7376-04	HS63	50.000	SYR	50.000	0	\$ 14.33	\$ 716.50
2	M27019138 IUD PARAGARD T380A	HS21	2.000	EA	2.000	0	\$ 166.00	\$ 332.00
3	M27019170 ORTHO CEPT #1796-20	HS74	144.000	CY	65.000	0	\$ 0.54	\$ 35.10
4	M27004102 METROGEL VAGINAL GEL 70g W/APP (1661776)	HS18	30.000	EA	13.000	0	\$ 6.27	\$ 81.51
							Subtotal:	\$ 1,165.11
							Handling:	\$ 116.51
							Total:	\$ 1,281.62
							Shipping:	\$ 9.87
							Grand Total:	\$ 1,291.49



EXAMPLE

Multnomah County Materiel Management
700 NE 55th Avenue
Portland OR 97213
FAX 503-988-6265 or TOLL-FREE 866-333-1879
RETURN FORM FOR FAMILY PLANNING

DATE: _____

AGENCY: _____

ADDRESS: _____ CONTACT PERSON: _____

PHONE NUMBER: _____

QUESTIONS REGARDING RETURN POLICY: 503-988-5299 X 24391

Instructions: Send items to be returned and completed form to the above address.

Returned items must be EXPIRED or have EIGHT MONTHS good dating

Returned items SIX MONTHS past expiration WILL NOT be accepted for return

DO NOT SEND ITEMS NOT MEETING THE ABOVE CRITERIA OR ITEMS NOT LISTED

Material Id. Number	Description	Return Quantity	Expiration Date
M270-19-146	ORTHO MICRONOR		
M270-19-150	ORTHO NOVUM 777		
M270-19-152	OVCON		
M270-19-168	ORTHO TRI-CYCLEN		
M270-19-169	ORTHO CYCLEN		
M270-19-170	ORTHO CEPT		
M270-19-115	ALL FLEX 60		
M270-19-116	ALL FLEX 65		
M270-19-117	ALL FLEX 70		
M270-19-118	ALL FLEX 75		
M270-19-119	ALL FLEX 80		
M270-19-120	ALL FLEX 85		
M270-19-121	ALL FLEX 90		
M270-19-122	ALL FLEX 95		
M270-19-123	COIL SPRING 60		
M270-19-124	COIL SPRING 65		
M270-19-125	COIL SPRING 70		
M270-19-126	COIL SPRING 75		
M270-19-127	COIL SPRING 80		
M270-19-128	COIL SPRING 85		
M270-19-129	COIL SPRING 90		
M270-19-109	DELLEN FOAM 17 G		
M270-19-111	JELLY GYNOL II 108 G		
M270-19-153	TERAZOL 7 CREAM		
M270-19-154	TERAZOL 3 SUPP.		
M270-19-181	ORTHO TRI-CYCLEN LO		

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