

## red Everything from 'Snakes to Snails'

weekends when the storeroom is closed, deliveries are made to the main information desk or the admitting office. Sometimes this makes life quite exciting for the receptionist or admitting officer—especially if the contents of the package or crate are alive and kicking (or scratching, as the case may be). "Usually only radioisotopes or blood is delivered on the weekends," said Mr. Wagner. "Occasionally, however, a delivery of frogs or mice is made."

Processing a purchase order is a time-consuming job, involves many people, and often calls for patience on the part of all. From the time an item is requested on a purchase order to the time it is actually delivered may take as long as a month to six weeks.

After the purchase order is received, Mr. Wagner must check it for correct coding, authorization, and complete information. Correct description of the item is checked against a catalogue. If any information is lacking that cannot be completed by the storeroom, the purchase order is returned by campus mail to the sender (phoning for the information has proven to be too time-consuming).

The order is then taken to the office of University Purchasing (orders are taken over twice

daily), and that office either sends out for cost estimates on the item requested or prices the item. The former takes about a week to ten days and the latter about two days. The quotations on cost are referred back to the origin of the purchase order, where the final selection is made.

Once ordered, the item will be received in three to five days if it is sent parcel post. If, however, the order is a rush order and a note is attached to the purchase order explaining the urgency, the shipment can be sent by air, with delivery usually made in twenty-four hours. Orders are also often telephoned or wired—if they are brought to the storeroom in person and if this service is requested.

It is estimated that every purchase order costs more than ten dollars (for time/labor/materials) by the time it is completely processed.

Of all the orders that the Hospital Storeroom must fill, perhaps the largest and tallest, and by all means the most difficult is that of trying to satisfy the people who send in the 40,000 orders every year. The batting average on the fulfillment of this order is high and has risen steadily over the years, and the people who have made this possible have reason to be proud.



Management of the storeroom requires financial skills and very good bookkeeping, for three and three quarters million dollars worth of equipment is ordered during the year.



must be checked against a catalogue.



The women in the front office answer the phone, sort the mail, do the filing, price the requisitions, trace orders, keep an inventory of stock items, etc., etc., etc., etc.!