

MATERIAL MANAGEMENT DEPARTMENT

To provide cost effectively for the ordering and inventory management of office, ward, medical, maintenance and housekeeping supplies. An additional charge is to maintain accurate records of items received, items issued, and current inventory levels.

Provide for the efficient and timely delivery of all supplies to various departments, wards, and offices.

Oversee Forms Library control in the storage and release of 300+ specific medical records and general forms necessary for operation of this Facility.

Responsible for contracting service agreements on small, moveable equipment and coordinates repairs of all equipment exclusive of Power Plant and ancillary Buildings and Grounds equipment.

Serve as the administrator of the Facility's surplus property program, adhering to all requirements of the Division of Purchase and Supply in the disposition of surplus property.

The department will also strive to utilize Small, Women and Minority-owned businesses whenever possible to meet the needs of this Facility.