DocuSign Requisition Procedure

I. PURPOSE

A. To establish standards, procedures and guidelines, for operations departmental staff related to initiating, completing, and submitting for approval and processing of purchase requisitions (equipment/tools/supplies) through DocuSign in collaboration with Medical Center Procurement guidelines and partnership.

B. This policy applies to all MCFM personnel involved in any form of requisition implementation, submission, approval, and processing.

II. REFERRENCES

UCSFMC PMM Requisitioning Training
UCSFMC Procurement Department Turnaround Times
Procurement Policy: UCSF Medical Center Procurement Services P&P Manual Policy 3:01:02

III. DEFINITIONS

- **After the Fact (AFT) Purchase Order:** Urgent or Emergency Invoices for completed work, processed as an After the Fact requisition via DocuSign approval process as a P3. NOTE: Urgent vendor services must be Pre-approved by MCFM Operations Managers.

- **DocuSign Application:** A secure legally binding eSignature application with workflow functionality.
  Emergency/Urgent PO: - Utilized for same day purchases to support critical utility systems managed by Facilities Operations. **NOTE: DO NOT use DocuSign for Emergency PO** - All SAME DAY or URGENT REQUESTS must go directly to the Operations Director via email or phone call for review and approval to be processed by Support Staff immediately upon receipt.

- **Locations Supported:**
  i.   ML: Parnassus Campus
  ii.   MB: Mission Bay Campus
  iii. MZ: Mount Zion Campus

- **MAXIMO:** Internal MCFM Asset and Business Management Software.

- **Maximo Purchase Requisition (PR):** Requisition portal in Maximo associated to a Work Orders.

- **Maximo Purchase Orders (PO):** Documents Purchase Order details in Maximo, created from the PR.

- **MCFM Priority Levels:** Medical Center Facilities has established a workflow for processing requisitions using DocuSign to route documents through the Approval and Signature process. Requisitions are to be categorized and processed in accordance with our internal Priority system that has been implemented to ensure appropriate turnaround time.
  i.   **Priority 1**: – (P1) Fire Life Safety/Emergency with Direct impact on Patient Care
        1 Day to process - 24 turnaround once fully approved in DocuSign
  ii.   **Priority 2**: – (P2) Service calls that require repair ASAP, Patient Related

2 Days to process - 48 hour turnaround once <u>fully approved</u> in DocuSign

    iii.   **Priority 3**: – (P3) Preventative Maintenance/Scheduled Work, Non Patient Related

        3-5 Days to process subject to reprioritization and depending on workflow- once <u>fully approved</u> in DocuSign

- **MCFM Support Staff:** Medical Center Facilities Management Support Staff.
- **MyAccess:** MyAccess is a campus wide service providing central authentication (login) and authorization (access to UCSF systems).
- **PMM (Purchasing Maintenance Management):** Renamed Mckesson's purchasing application for processing of Requisitions/Purchase Orders, Receiving and Invoices.
- **PMM Purchase Order:** Purchase Order detailing items UCSF agrees to purchase, negotiated and issued by a designated procurement Buyer.
- **Purchasing Department**: UCSF Medical Center Procurement division.
- **X-Drive:** MCFM secure internal computer file storage area.

IV.   PROCEDURES

    A. DocuSign Requisition Access & Initiation:

      1. Staff initiating a requisition through DocuSign should fill out a requisition form to include all required information as detailed in **Appendix A – MCFM Requisition Form Guidelines** utilizing the following electronic requisition naming convention:

          All requisitions shall be labeled and identified by a priority level utilizing the following naming convention prior to submittal

          Vendor Name - Requisition No - Priority level
          Example: GRAINGER – M123456 – P2
                          GRAINGER – GF013118-01 – PRIORITY 2

      2. Scan individually completed requisition to the DocuSign folders associated with each site on the X drive: X:_Scanned Docs (DocuSign)
      3. Login in to DocuSign managed by UCSF through MyAccess and upload requisitions for approval.

    B. DocuSign Requisition Submittal and Tracking process:

      1. From the HOME tab select NEW dropdown menu and choose Send an Envelope.
      2. Select UPLOAD to Add Documents to the Envelope and select document saved on the X drive, (Send one document at a time).
      3. Select 'More options' from the drop down menu under currently uploaded document and select 'Apply Template'. Browse shared templates and APPLY SELECTED one associated with your site and priority level.
      4. Select ACTIONS drop down menu top right corner and choose SEND NOW.

5. Use DocuSign to track the approval status of your requisitions under the 'Manage' tab located at the top menu options.
6. Look under the 'Home' tab for an overview of the Documents in your queue.

C. DocuSign Approval Work Flow:

All requisition approvals follow a standardized work flow for all three sites (ML/MB/MZ) adhering to the following hierarchy for signatures;
see **Appendix B – DocuSign Requisitions Approval Work Flow**.

1. Operations Manager (Approves) - Signature Required
2. Operations Director (QC/QA) - Signature Required
3. Finance Manager (Budget) - Signature Required
4. Support Staff (Processing) – Needs to View

Exception: Requisitions requiring Chief Engineers to Review
1. Chief Engineer (Review) - Signature Required
2. Operations Manager (Approves) - Signature Required
3. Operations Director (QC/QA) - Signature Required
4. Finance Manager (Budget) - Signature Required
5. Support Staff (Processing) – Needs to View

D. Support Staff Processing Work Flow:

Priority levels & timeline for processing requisitions begins after DocuSign Approval is complete

Support Staff receives all DocuSign requisition for processing and follows the below MCFM Support Staff Requisition Work Flow to secure a purchase order through procurement.

1. Approved Requisitions are received via DocuSign
2. Requisitions are entered in Maximo under Purchase Requisitions
3. Cost Center are validated against associated Work Orders assigned in Maximo
4. Requisition are entered for processing in PMM
5. On a daily basis, Support Staff monitors PMM, working with buyers to ensure PO completion.
6. Following PO completion in PMM, Support Staff create Purchase Orders in Maximo via the Purchase Requisition
7. Signed requisitions are attached to the PR/PO in Maximo and saved under the Vendor Folders on the X drive

E. UCSF Medical Center Procurement Department Turnaround Times:

Once purchase requisitions are fully approved by MCFM Finance and Operations teams, it becomes the responsibility of the UCSF Medical Center procurement team to issue a Purchase Order for final fulfillment of goods and/or services.

1. Per Medical Center Procurement Policy: The following turnaround times are approximate; most of them are based upon the receipt of an appropriate Purchase Requisition that has been signed by the administrative official(s) with the authority to approve the total value of the purchase/contract and Includes all appropriate forms to complete the transaction, including where applicable, Sole Source Justifications for requests over $100K
2. Turnaround times are negatively impacted by the number of changes or additions vendors want to make to the UC terms/documents/standards
3. Turnaround times are subject to the competing priorities of the medical center, relative to the procurement professionals available at the time of request

Reference:
UCSFMC Procurement Department Turnaround Times. Procurement Policies 04-2008b

V.   HISTORY OF POLICY

Policy developed by Facilities Finance & Operations Team – September 2018

Approved by MCFM Leadership – September 2018

VI.   POLICY REVIEW AND UPDATES

This policy shall be reviewed at least annually or when deemed necessary, due to changes in regulations/requirements or at the request of the Departmental Leadership.

Approvals:
Gabriella Frazier, MCFM Finance Manager –Document Owner
Jordan Cathey, MCFM Emergency & Operations Manager – Contributor
Jhoric De Guzman, MCFM Operations and Regulatory Director – Reviewer and Approver
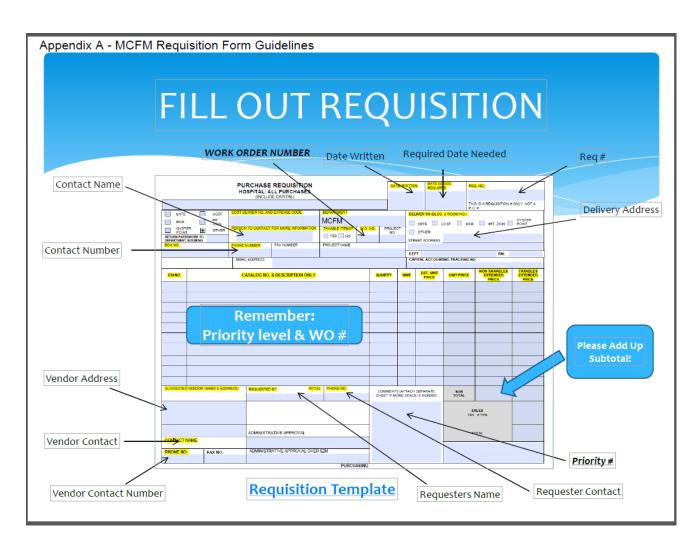Bruce Mace, MCFM Director – Approver

VII.   APPENDIX
Appendix A - MCFM Requisition Form Guidelines
Appendix B - MCFM DocuSign Requisition Approval Work Flow

Appendix A - MCFM Requisition Form Guidelines

FILL OUT REQUISITION

Requisition Template

UCSF Health
Facilities Management

DocuSign Requisition Procedure

POLICY 200.0002

MCFM Operations
Issued: 02/2019
Last Revised: 02/2019

Appendix B – MCFM DocuSign Requisition Approval Work Flow

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┌─────────────────────┐        ┌─────────────────────┐
│  Engineering        │        │ SUBMIT REQUISITION  │
│  Review Required    │        │ THROUGH DOCUSIGN    │
└──────────┬──────────┘        └──────────┬──────────┘
           │                              │
           ▼                              ▼
┌─────────────────────┐        ┌─────────────────────┐
│  REVIEW             │        │  APPROVAL           │
│  Site Chief Engineer├───────▶│  Site Manager Per   │
│                     │        │  Site               │
└─────────────────────┘        └──────────┬──────────┘
                                          │
                                          ▼
                               ┌─────────────────────┐
                               │  QC/QA              │
                               │  Operations Director │
                               └──────────┬──────────┘
                                          │
                                          ▼
                               ┌─────────────────────┐
                               │  BUDGET             │
                               │  Finance Manager    │
                               └──────────┬──────────┘
                                          │
                                          ▼
                               ┌─────────────────────┐
                               │  PROCESSING         │
                               │  Support Staff      │
                               └─────────────────────┘
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