

Mount Sinai School of Medicine

Pharmaceutical or Medical Device
Procurements

Procedures/Process/System Changes

Changes to Purchase Requisition Review Protocol:

For any pharmaceutical or medical device, no matter the cost, purchasing will review the requisition and ensure the item and distributor are FDA approved.

Changes to Purchasing Systems:

The purchase requisition now includes the following question:

“Is the requested item a pharmaceutical or medical device?”

If the answer is “yes”, the following additional statement will be displayed:

“FDA approval of this item must be validated by purchasing before your requisition can be approved.”

Note: The sole source and directed source forms have been updated and are subject to the same FPA approval validation requirements.