

# Missing Supplies/Requests Sheet

Last Update: 03/2021

The purpose of this form is for staff at the genba (where the work takes place) to make improvement recommendations to **adjust** supply levels to meet patient care needs.

Electronic forms available here:  
[LEAN.HARBOR-UCLA.ORG](http://LEAN.HARBOR-UCLA.ORG)



Your unit, in partnership with Supply Chain, values your input. Thank you!

## Instructions:

### Step 1

**Staff:**

Please fill out sections **A to F** below & submit form to your manager or supervisor

### Step 2

✓ **Nurse Manager or Designee:** Complete "Change accepted" on column G:

If "No," change is not accepted, provide a reason and inform staff

If "Yes," change is accepted:  
Email form to Supply Chain contact:  
Alexous Scruggs [AScruggs@dhs.lacounty.gov](mailto:AScruggs@dhs.lacounty.gov) &  
Carlos Gutierrez [CGutierrez@dhs.lacounty.gov](mailto:CGutierrez@dhs.lacounty.gov).

### Step 3

→ **Supply Chain:**  
Once submitted to Supply Chain (SCO), SCO will process sheets within 5-7 business days.

→ 😊 Check your supply area for completed supply level adjustments!

A. Unit/Area:



A. Unit/Area:						G Unit Manger or Designee Change Accepted	
B Date	C Item Description	D H# (located on barcode)	E Re-Order Level Quantity	F Re-Order Level Adjustment			
				<input type="checkbox"/> Add item <input type="checkbox"/> Delete item <input type="checkbox"/> Change quantity to: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No, Reason:	
				<input type="checkbox"/> Add item <input type="checkbox"/> Delete item <input type="checkbox"/> Change quantity to: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No, Reason:	
				<input type="checkbox"/> Add item <input type="checkbox"/> Delete item <input type="checkbox"/> Change quantity to: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No, Reason:	
				<input type="checkbox"/> Add item <input type="checkbox"/> Delete item <input type="checkbox"/> Change quantity to: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No, Reason:	
				<input type="checkbox"/> Add item <input type="checkbox"/> Delete item <input type="checkbox"/> Change quantity to: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No, Reason:	

For more blank SUPPLY ORDER LEVEL ADJUSTMENT SHEETS, please email [harborlean@dhs.lacounty.gov](mailto:harborlean@dhs.lacounty.gov) or download from [LEAN.HARBOR-UCLA.ORG](http://LEAN.HARBOR-UCLA.ORG)