

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER

Job Description
PROCUREMENT LEADER

Position Assigned To: _____
You Report To: _____ (Finance Chief)

MISSION: Responsible for administering accounts receivable and payable to contract and non-contract vendors.

- Immediate
- ___ Receive Job Description from Finance Chief.
 - ___ Read Job Description and put on position tag.
 - ___ Obtain briefing from Finance Chief.
 - ___ Ensure the separate accounting of all contracts specifically related to the emergency incident; and all purchases within the enactment of the emergency response plan.
 - ___ Establish a line of communication with the Materials/Supply Leader.
 - ___ Obtain authorization to initiate purchases from the Finance Chief, or authorized representative.
- Intermediate
&
Extended
- ___ Forward a summary accounting of purchases to the Cost Leader every eight hours.
 - ___ Prepare a Procurement Summary Report identifying all contracts initiated during the declared emergency incident.
 - ___ Document all actions/decisions with a copy to the Finance Chief.
 - ___ Observe and assist staff who exhibit signs of stress and fatigue. Provide for staff rest periods and relief.
 - ___ Direct non-utilized staff to Labor Pool.