

## Process to Order Supplies through WCCHS

1. Complete and submit a Storeroom Supply Requisition Form for the desired supplies.
2. Fax the form to 585-786-1219 or send by email to one of the addresses below:  
[kkaczmarek@wcchs.net](mailto:kkaczmarek@wcchs.net)  
[showard@wcchs.net](mailto:showard@wcchs.net)  
[estroud@wcchs.net](mailto:estroud@wcchs.net)  
[dmiller@wcchs.net](mailto:dmiller@wcchs.net)
  - a. The order form may be delivered in person to the Storeroom but it cannot be guaranteed that an order will be prepared and ready on the same day that the request form is delivered. It is highly recommended that you fax/email.
  - b. Storeroom staff will fill in the item# and the cost of the items.
  - c. Be sure to provide a contact name and phone number on the request.
3. When the order is complete, the contact will be notified by the Storeroom staff.
4. The individual picking up the order will need to go to the Cashier window at Thomson Hall next to the hospital to pay prior to pick up.
  - a. The cashier will provide a receipt showing payment is complete.
5. After payment, the individual can come to the Storeroom with the receipt for pickup, the payment will be verified, and supplies will be released.
6. Cashier hours are: Monday-Friday 8am-4pm
7. Storeroom hours are: Monday-Friday 7am-3pm

If you have any questions, please contact Kit Herman-Kaczmarek.

Thank you.