

Central Stores

Original Implementation: Unpublished

Last Revision: July 28, 2015

Central Stores provides a supply of materials primarily to support maintenance activities. Additionally, a limited number of other items are provided to support instructional and administrative activities.

Purchases

Purchases from Central Stores will be allowed only upon presentation of a valid university account number, work order number, and authorized signature on sales receipt. For information regarding orders, returns, delivery services, or stocking requests, please refer to the Central Stores procedures located on the Central Stores website.

Special items stocked at the request of a department that are not sold after a reasonable time (one year) will be charged to the requesting department and disposal of the items will be the responsibility of the requesting department.

Cross Reference: Central Stores Procedures

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Physical Plant

Forms: None

Board Committee Assignment: Finance and Audit