

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Central Stores

Policy Number: 17.3

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 7/28/2015

Unit(s) Responsible for Policy Implementation: Finance and Administration

Purpose of Policy (what does it do):

Reason for the addition, revision, or deletion (check all that apply):

- ☒ Scheduled Review ☐ Change in law ☐ Response to audit finding
☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Addition of policy purpose and definitions for clarity; other minor wording changes.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Ron Watson, Director of Physical Plant
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Central Stores

Original Implementation: Unpublished

Last Revision: ~~July 28, 2015~~ July 24, 2018

Purpose

This policy establishes guidelines for university purchases from central stores and other activities related to using central stores' services.

Definitions

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~~ General

Purchases from ~~C~~central ~~S~~stores will be ~~completed~~^{allowed} only upon presentation of a valid university account number, work order number, and authorized signature on *the* sales receipt. For information regarding orders, returns, delivery services, or stocking requests, please refer to the ~~Central Stores procedures located on the C~~central ~~S~~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