

Central Stores

Original Implementation: Unpublished

Last Revision: July 27, 2021

Purpose

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

Definition

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.

General

Purchases from central stores will be completed 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 physical plant 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