



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

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REVISION
3

PAGE
E2-340.0

SUBJECT

PURCHASING

SUB-TOPIC

PURCHASE OF OFFICE SUPPLIES

Office supplies are normally procured by properly completing a Central Stores Requisition (see Exhibit E17) and either mailing or hand carrying it to Central Stores. Receipt of requested supplies is through the University mail unless the order is too large for this mode of conveyance. In this case, supplies will be delivered to the requestor.

For Out-of-Stock Supplies:

If an item is requested from Central Stores but is out of stock, Central Stores personnel will forward a Back Order Requisition to the requisitioner with a properly annotated copy of his supply requisition. This will inform the requisitioner that requested supplies were not available. Concurrently, Central Stores personnel will prepare a Purchase Requisition for the out-of-stock items and forward it to Purchasing for processing. When supplies are received, the requested amount will then be sent to the requisitioner to fulfill the back order requirements.

For Items Not Normally Stocked:

If Central Stores receives a Supply Requisition for items not normally stocked, Stores personnel will notify the requisitioner of this situation. To procure these items, Central Stores will prepare a properly completed Purchase Requisition and forward it to the Purchasing Department for processing. Upon receipt of the materials, Central Stores will deliver and charge the merchandise to the requisitioner.