



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

**DATE ISSUE
10/20/97**

**REVISION
3**

**PAGE
F8-100.0**

**SUBJECT
FACILITIES AND SERVICES**

SUB-TOPIC

CENTRAL STORES

A. Purpose and Scope: The University operates a central supply service in Service Building, Room 1.102, ext. 2318, Mail Station SB11, which maintains an inventory of office supplies, lab supplies, as well as UTD, U.T. System, and State of Texas forms.

A UTD Central Stores Catalog with price list is available at the Central Stores Web site: <http://www.utdallas.edu/utdgeneral/business/centralstores/>. Supplies may only be purchased through UTD budget accounts.

B. Procedure for Obtaining Supplies:

1. Complete Central Stores Requisition form (see Exhibit F4).

NOTE: Authorized signature must appear on the requisition.

2. Hand carry the requisition, or forward via interdepartmental mail, to Central Stores.

NOTE: Orders may be picked up; delivery may be requested.