



Administrative Procedure

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Subject: FORM AND SUPPLY REQUISITIONS

1.0. PURPOSE:

To establish procedures for requesting forms and supplies through Campus Stores.

2.0. ORGANIZATIONS AFFECTED:

All organizational units of the University and auxiliary organizations.

3.0. REFERENCES:

State Administrative Manual (SAM), Section 3535 and the adopted intent of Section 10800.

4.0. POLICY:

Campus Stores maintains an inventory of essential forms and expendable office supplies in order to provide the campus with quick access to standardized office items and forms at a cost based on volume buying.

5.0. DEFINITIONS:

Campus Stores -Building X
Extension 3563
Hours of Operation: Monday – Friday
7:30 a.m. – 4:00 p.m.

Emergency Pick-Up Hours: Monday – Friday
7:30 a.m. – 12 Noon
1:00 p.m. – 3:30 p.m.

6.0. RESPONSIBILITIES:

6.1. Department Administrators will:

6.1.1. Monitor form and supply levels and stock rotation practices in the department, and establish reorder points for all items based on usage and shelf life of the products.

Approved:

Date:

6.1.2. Review all requisitions for accuracy and approve departmental form and supply expenditures.

6.2. Campus Stores will:

6.2.1. Prepare and distribute, as required, at no cost to University departments, the Campus Stores Catalog, or revisions, listing the items in stock, cost information and detailed instructions for requesting supplies.

6.2.2. Provide delivery service to ordering departments within 5 days after receipt of the requisitions.

6.2.3. Provide pick-up service for items being returned to Campus Stores.

6.2.4. Return requisitions not prepared according to instruction to the originating department.

7.0. PROCEDURES:

7.1. To Order Forms and Supplies:

7.1.1. Ordering departments will prepare the "Purchase and Campus Stores Requisition", Form 42, in its entirety and forward to Campus Stores.

a. Telephone orders will not be accepted.

b. Emergency requisitions may be picked up in Campus Stores between 7:30 a.m. and 12 noon, or 1:00 p.m. and 3:30 p.m.

7.1.2. Campus Stores will fill orders from stock on-hand, indicating on Form 42 the reason for not completely filling an order and the recommended reorder date, if applicable.

7.1.3. Campus Stores will total the cost of each order and distribute copies of Form 42.

7.1.4. Campus Stores will deliver items requested and a copy of Form 42 to the ordering department.

7.1.5. Ordering departments will inspect Campus Stores deliveries for accuracy of items and quantities.

7.2. To Return Merchandise to Campus Stores:

- 7.2.1. If a discrepancy between items ordered and items received is discovered, the problem will be resolved by Campus Stores:
- a. Without additional paperwork if reported within one (1) working day.
 - b. With a new requisition prepared as shown in Appendix 8.2. if reported after one (1) working day.
- 7.2.2. Ordering departments will telephone Campus Stores to report a discrepancy in an order and to request pick-up of items to be returned.
- 7.2.3. Ordering departments will prepare a Form 42 to receive credit for returned items only if Campus Stores was not notified of the problem within one day of the deliver.
- a. To receive credit for items returned, departments must return items in new condition.
 - b. Credit for returned merchandise is based on the unit cost at the time of purchase. The 6 percent service charge added to the original order will not be refunded.

8.0. APPENDICES:

- 8.1. Purchase and Campus Stores Requisition, Form 42.
- 8.2. Sample 'Return for Credit' Requisition, Form 42.