OP 63.05: Central Warehouse - Stores

DATE: January 29, 2014

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to provide guidelines relating to the purchase and return of merchandise from Central Warehouse.

REVIEW: This OP will be reviewed in May of even-numbered years by the assistant vice president for operations with substantive revisions forwarded through the assistant vice president and controller to the vice president for administration and finance and chief financial officer.

POLICY/PROCEDURE

1. Central Warehouse stocks a full line of commonly used merchandise for the benefit of faculty, staff, and researchers of the university. Purchases may be made only on valid FOPs within Banner. The following merchandise is stocked:

   a. Copy Paper;

   b. Automotive, electrical, janitorial, plumbing, building, laboratory, mechanical, and various other maintenance items; and

   c. Gases, including acetylene, oxygen, nitrogen, argon, and prestolite. The cylinders are property of Central Warehouse and are loaned free of charge for a period of one year. Departments will be billed for the cost of the gas in the cylinders and for the replacement cost if any cylinder is lost while in that department's custody.

2. Commodity Inquiry

   An inventory list is available by contacting the Central Warehouse at 742-3871 or on the Operations Division website http://www.operations.ttu.edu/businessservices/

3. Purchase of Merchandise

   The customer can place orders by email, facsimile, telephone, through campus mail, and in person. Through any of the aforementioned methods, the customer will receive a sales order document that lists the date, Banner FOP, customer name, part code, description, quantity, price, extended line amount, and total amount of sale. The customer’s FOP will be debited through the Banner Fiscal Gateway system.
4. **Return of Merchandise**

Merchandise issued in error or discovered to be defective may be returned without question or charge to the department. Other merchandise returns should be completed promptly. The original purchase document must accompany the returned merchandise for the processing of a credit and will be subject to a 10 percent restocking fee.

5. **New Item Request**

To request the stocking of an item in the warehouse, the *New Item Request Form* (see attachment) available at Central Warehouse will be completed. If there is sufficient demand for the item, it will be placed in inventory. The requestor will be notified by the manager of Central Warehouse regarding the decision to stock the item.

*Attachment: New Item Request Form*