

1 Utilization of Stores

2 Effective: Moved to Policy Library from UPM 10.3(7)

3 Reviewed and Updated: April 17, 2017

4 Contact: [Business Services](#)

5 Introduction

6 Quantity purchases, on-site availability and delivery of supplies by the storerooms contribute to
7 overall savings for the university.

8 Policy Statement

9 Campus stores (i.e. University Book Store, Central Stores, and Chemistry Stores) stock supplies
10 commonly used on campus, providing timely response and convenience to the university
11 community. University departments are to utilize campus stores for stocked supplies unless
12 substantial savings can be realized buying from outside sources.

13 Resources

14 Links

- 15 • [Central Stores](#)
- 16 • [University Book Store](#)
- 17 • [Chemistry Stores](#)
- 18 • [Intramural Form \[Excel Spreadsheet\]](#)
- 19 • [Purchasing Policies - Board of Regents](#)
- 20 • [Procurement Services' Policies & Procedures](#)

21 Files

- 22 • [Utilization of Stores \[Policy in PDF\]](#)

23