Utilization of Stores

Effective: Moved to Policy Library from UPM 10.3(7)
Reviewed: May 2016
Contact: Business Services

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

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

Resources

Links
- Central Stores
- University Book Store
- Chemistry Stores
- Intramural Form [Excel Spreadsheet]
- Purchasing Policies - Board of Regents
- Procurement Services' Policies & Procedures