

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Purchasing Policy FO-PUR-20
Purchasing & Stores

The Department of Purchasing and Stores is a "general services" organization providing:

- building supply store
- gasoline and diesel fuel station
- receiving and delivery;
- hauling and moving
- property inventory control;
- surplus property reallocation and sales; and
- purchasing

Stores

Stores maintains a stock of frequently used materials to meet the needs of the Physical Plant located at Sam South, 2424 Sam Houston Ave.

1. Physical Plant authorized employees may sign for the materials and the department accounts will be charged directly.

Diesel and gasoline fuels for university automobiles and trucks are available at the Store fuel station. The station operates on a computerized system that uses authorization keys for self-service. Stores will help you set up fuel accounts.

Receiving and Delivery of materials, supplies, and equipment is a function of Stores. Central Receiving will assist you to receive items at Sam South directly from the vendor or freight carrier. Then Central Receiving will deliver the items to your office or required location. Every effort is made to deliver items within 24 hours of receipt. Items without purchase order numbers will not be accepted.

Departments may instruct vendors to deliver small, easily handled items directly to their office. For example, an order for a few copies of personal computer software could be delivered directly to your office by the delivery service. To do so, you will need to instruct the vendor on the purchase order and provide them with a clear street address and location. Every building on campus has a street address. Physical Plant maintains the masterlist of physical campus addresses.

Hauling and Moving is a service provided by University Stores. Submit written requests for hauling and moving as early as possible but at least three (3) days in advance of the requested date using the following procedure:

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1. Prepare a Request for Changing Inventory Items and Work Request, Form RC-21. An example form is shown in the appendix. Be sure to provide complete instructions as to what is to be moved, to where, present location, description, SHSU property number (if applicable), etc. Request must be signed by Department Head or Administrator. Include a name and phone number of someone to contact if necessary.
2. If the move concerns property of one department transferring to another (even if only temporarily) or to Property for storage or disposal, the RC-21 form must be completed and sent to the Property Office. The Property Office will approve and send it to Central Receiving.
3. Requests for movement of property within the same department may be sent directly to Central Receiving.
4. NO SATURDAY, SUNDAY, HOLIDAY, or after 4 p.m. moves will be performed unless there is no other solution. Moving contractors may be used on large moves.

Property

Property Inventory control is a function provided by Property to assist departments in the management of their capital assets. A Statewide Property Accounting system is being used to identify and control the following property:

All personal property and capital outlay with \$5000 or greater value and 1 year of greater estimated useful life.

All handguns, rifles, fax machines, stereo systems, cameras, video recorders/players, microcomputers, printers, and software with \$500 or greater value and one year or greater estimated useful life.

Departments will honor these responsibilities:

1. State property may be used only for state purposes.
2. Reasonable care shall be taken to protect and preserve the value of property.
3. An annual inventory is to be taken to verify property records.
4. Immediately report any lost, missing, or stolen property to the Property office and University Police when appropriate.
5. Mark and identify property in its possession.
6. Identify and notify Property of items that are no longer required. This includes property that is surplus, obsolete, and/or broken. No property is to be junked destroyed, or placed in the trash. Prepare a Request for Changing Inventory Items and Work Request, Form RC-21, and submit it to Property.
7. When any state property has been lost, destroyed, or damaged through the negligence or fault of any employee, the employee may be responsible for reimbursement. Property and the State Auditor will conduct an investigation. If the investigation discloses that injury has been sustained by the State through the fault of a state employee, the State Auditor shall make written demand upon such employee for reimbursement to the state for the loss. The Vice President for Finance and Operations shall deduct this amount from the salary of the individual responsible.

Disposal of Property with Sentimental Attachment

An employee who has given long and dedicated service to the university and who has sentimental attachment to furniture or equipment may, with the approval of the appropriate Vice President and the University President, purchase such an item as a keepsake provided the purchase is in good faith and

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there is no material loss to the university. The value of a given item must be determined by appraisals submitted by the university property supervisor and one other individual knowledgeable in such values. This same procedure may be followed in the event an employee dies and the family would like to obtain an item that has sentimental value.

Surplus Property Reallocation and Sales

Surplus Property Reallocation and Sales are functions of Property also. Departments may visit Property at Sam South to view surplus property and arrange to have it reallocated for their use. Items that are of no use to departments are then sold at periodic auction sales or by several methods of bidding.

Purchasing

Purchasing procedures are described in Section 3(c).

Reviewed by: John Hitzman-Director of Purchasing, Property & Stores – 11-01-07

Next review: 11-01--08