

SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System

Central Receiving and Supply

APM 3.03 (Reviewed 5/2012)

- A. Central Receiving and Supply serves two functions: the orderly processing of materials ordered through the Purchasing Office which arrives on campus and the provision of a central warehouse of supplies available to all University departments. Information on the receiving function as it relates to the purchasing process is more fully described in section 3.02.
- B. Central Receiving and Supply maintains a warehouse containing a variety of supplies available on an interdepartmental charge basis. Items ranging from batteries, plumbing and electrical supplies, lumber, paper, and hardware to office supplies can be procured.
- C. All items must be picked up at Central Receiving and Supply between 8:00 am and 5:00 pm Monday through Friday. Arrangements can be made for daily delivery of boxes of paper or heavier items to those areas requiring such service.
- D. The online form, "Materials Requisition" (see Appendix A), is used to purchase items from Central Receiving and Supply. At the end of the month, an interdepartmental charge ticket is prepared and forwarded to the department head.