

**EASTERN MICHIGAN
UNIVERSITY™**

**PHYSICAL PLANT
OPERATIONAL & MAINTENANCE
ADMINISTRATIVE PROCEDURE**

Section:	Administration	Effective date:	May 2008
Subject:	Parts Requisitioning	Procedure Number:	A -10

Purpose

The purpose of this procedure is to identify a practice for purchasing materials needed to accomplish the mission of the Physical Plant. All purchases for the Physical Plant will follow the procedures described herein.

Procedure

1. Purchase Form

1.1. Individuals needing any parts or materials will fill out a form indicating:

- 1.1.1. the items needed
- 1.1.2. the vender
- 1.1.3. vender contact information
- 1.1.4. price

1.2. The form will need to have a signature of a Foremen or manager responsible for the account that the parts will be charged to.

2. Purchase Amounts

- 2.1. All purchases over the amount of \$2,500 will need to be charged to a purchase order.
- 2.2. All purchases under the amount of \$2,500 may be paid for on a purchase card.

3. Process of Ordering

- 3.1. Identify items for order
- 3.2. Completely fill out order form
- 3.3. Obtain appropriate signature on form
- 3.4. Take form to Materials Handling Worker for processing

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3.5. Materials Handling Worker will purchase items utilizing the appropriate Purchase Card or Purchase Order

3.5.1. Materials Handling Worker does not have the authority to process any order without the appropriate signature authorizing the purchase

3.6. Materials Handling Worker will process all purchase card orders following the appropriate purchase card procedures as defined by the University

3.7. Materials Handling Worker will verify that all orders processed by the Materials Handling Worker are reconciled for items ordered compared to items delivered.

3.7.1. If items are verified against a purchase order number then the Materials Handling Worker will sign the invoice acknowledging complete receipt of items listed on the invoice otherwise they will note discrepancies and work to correct them.

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