

**EASTERN MICHIGAN
UNIVERSITY™**

**PHYSICAL PLANT
OPERATIONAL & MAINTENANCE
ADMINISTRATIVE PROCEDURE**

Section	Subject	Effective date	Procedure Number
Administration	Parts Requisitioning	May 30, 2013	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 vendor and vendor contact information for vendors not normally used.
- 1.1.3. price if requested by the manager
- 1.1.4. Work order number
- 1.1.5. Date
- 1.1.6. Part numbers (if available)

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

2. Purchase Amounts

- 2.1. All purchases over the amount of \$5,000 will need to be charged to a purchase order or direct pay.
- 2.2. All purchases under the amount of \$5,000 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 (foreperson or manager) on form.
- 3.4. Take form to Materials Handling Worker for processing, the Material Handling Worker will expedite orders only with the foreperson or above.
- 3.5. Materials Handling Worker will purchase items utilizing the appropriate Purchase Card.
 - 3.5.1. Materials Handling Worker will not 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 are reconciled for items ordered compared to items delivered.

Authorized by:

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