



TEXAS TECH UNIVERSITY

Operating Policy and Procedure

OP 63.05: Central Warehouse - Stores

DATE: March 6, 2021

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to provide guidelines relating to the purchase and return of merchandise from Central Warehouse.

REVIEW: This OP will be reviewed in May of even-numbered years by the Associate Vice President for Operations and the Managing Director of Operations Division-Business Services with substantive revisions forwarded to the Senior Vice President for Administration & Finance and Chief Financial Officer.

POLICY/PROCEDURE

Central Warehouse stocks a full line of commonly used merchandise for the benefit of faculty, staff, and researchers of the university. Purchases may be made only on valid FOPs within Banner. Merchandise for maintenance and repairs for the following areas is stocked: automotive, electrical, janitorial, plumbing, building, grounds, administration, mechanical, personal protective equipment, and various other maintenance items.

1. Purchase of Merchandise

The customer can place orders by email, telephone, campus mail, and in person. Through any of the aforementioned methods, the customer will receive a sales order document that lists the date, Banner FOP, customer name, part code, description, quantity, price, extended line amount, and total amount of sale. The customer's FOP will be debited through the Banner Fiscal Gateway system.

Contact Information:

Email – Central.Warehouse@ttu.edu

Telephone – 806.742.3871

Mail Stop – 3142

Physical Address – 3122 Main St., North Side of Physical Plant

2. Return of Merchandise

Merchandise issued in error or discovered to be defective may be returned without question or charge to the department. Other merchandise returns should be completed promptly. The original purchase document must accompany the returned merchandise for the processing of a credit and will be subject to a 10 percent restocking fee.

3. New Item Request

To request the stocking of an item in the warehouse, contact the Central Warehouse Project Manager. If there is sufficient demand for the item, it will be placed in inventory. The requestor will be notified by the Project Manager of the Central Warehouse regarding the decision to stock the item.