



Administrative Regulations

Number AR24-1
Issue 4

Subject: Requisitioning Materials and Supplies from Central Stores.

I. PURPOSE

The Central Stores Warehouse maintains a stock of standard supply items used continuously by all departments. This eliminates the necessity of making a separate purchase for commonly used items, expedites the delivery of supplies to departments, and gives the City the price advantages of large quantity buying.

II. SCOPE

This regulation is applicable to all City departments and offices responsible directly to the City Manager. It is also requested that elective offices and other independent offices and departments of the City comply with these procedures in the interest of administrative uniformity.

III. PROCEDURES

A. Departmental Responsibility

(1) Departments will review the Central Stores Catalog each time materials are needed to determine whether such items are carried in stock. Central Stores Catalogs can be obtained by requisition at no cost to the department.

(2) The Requisition and Invoice will be used for all transactions under this procedure and the form may be obtained by requisition at Central Stores.

(3) An original and one copy of the Requisition and Invoice form will be sent to Central Stores and one copy should be retained in the department files. The department will furnish all information on the form, with the exception of columns titled "Quantity Issued, Unit Price and Extension" which will be filled in by Stores' personnel when the order is filled and delivered. The stock number and description in the Central Stores Catalog should be used for each article requested. The requisition number will be assigned by the department from the same series of numbers assigned by the Purchasing Agent for regular purchase requisitions.

(4) An approved signature list of those employee(s) authorized by the department head designated to sign for receipt and ordering of stores goods must be on file in the Central stores off ice

B. Purchasing Agent's Responsibilities

(1) The Purchasing Agent will see that an up to date Central Stores Catalog is available and will furnish any additional information necessary to the proper functioning of this procedure.

(2) All regular purchase requisitions will be reviewed to determine if the items specified may be obtained from Central Stores. Any items carried in the Central Stores inventory will be deleted from the purchase requisition, and the department submitting the purchase requisition will be required to purchase.