



**One University. One World. Yours.**

**Name: Inventory & Distribution – Requisitioning Supplies**

Policy Number: 4-6002  
Origin: Financial Services  
Approved: 1 March 1993  
Issuing Authority: Senior Director, Financial Services  
Responsibility: Manager, Procurement Services  
Effective Date: 1 January 2013  
Revision Date(s): 1 July 1997, 1 September 2007, 1 January 2013

---

**GENERAL:**

Supplies from Inventory & Distribution (I&D) are obtained by completing the standard purchase requisition and forwarding it through the internal mail system to I&D. Orders will either be placed in department mail bins, or in the case of large orders, delivered directly to the department. Under normal circumstances items will be delivered with 24 hours from receipt of order.

Completed requisitions should include the following information:

- Quantity
- Commodity code number (see [4-6003 Inventory & Distribution – Inventory Supplies List](#))
- Description
- Budget account number (FOAP) (see [4-2007 Budget Control – Account Number Listing \(FOAP\)](#))
- Authorized signature (see [4-2009 Budget Control – Signing Authority](#))

If the items to be ordered are not in the I&D catalogue, departments can either use the electronic ordering system of the contracted stationary supplier or reference the University's list of preferred suppliers (SMUport – Useful Links/List of Agreements). Orders can be processed on a University procurement card (see X-XXXX Procurement) or, where transactions

exceed credit card limits, sent to Procurement Services on a completed purchase requisition.

**RETURNS:**

Goods can be returned for credit within a reasonable time limit defined as one month after the original order. To exchange or return goods, return the packing slip marked "Returned for Credit" with the proper goods, to Inventory & Distribution.