

MATERIAL REQUEST
OPERATIONS

Effective date: 06/82
Revision date : 08/12
Review date :

Policy:

Establish guidelines for requests for materials, parts, equipment, tools and services other than blanket contract.

Prevailing Codes and Standards:

Physical Plant Policy

Procedure:

- I. **PLEASE ORDER** - for items not stocked in the warehouse.
 - A. Prepare the please order in four (4) parts providing as much detail as possible including name, date, quantity and description of each item, work order number, and purpose for use of materials.
 - B. All Please Orders should be signed by the first line supervisor and Facility Maintenance Manager or Physical Plant Administration.
 - C. Maintenance Control will perform the following:
 1. Enter please order into work order system and assign a number.
 2. Return green copy with number to requestor.
 3. Buyer will initiate procurement.
 4. When procurement is complete:
 - (a) return yellow copy to supervisor.
 - (b) file white copy in Please Order file.
 - (c) when materials are received, forward blue copy and invoice to Account Clerk.

- II. **ISSUE SLIP** - for items purchased from Plant Stores.
 - A. Fill out the issue slip and include work order number, date of request, stock number, quantity, and item description.
 - B. The issue slip must be signed by the appropriate section manager and Facility Maintenance Manager or Physical Plant Administration before the warehouse will issue materials
 - C. Issue slip can be left in Maintenance Control will deliver directly to Plant Stores for pickup of available supplies.
 - D. The Driver will pick up orders from Plant Stores twice daily and deliver to appropriate foreman/employee.
 - E. The employee being issued supplies should:
 1. Sign and date the request.
 2. Take the yellow copy to shop supervisor.
 - F. Plant Store bills the Issue Slips on an Internal Transaction. Maintenance Control will key these charges into the work order system and file.