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1. Policies and Procedures:

Every employee is encouraged to practice conservation of resources in any project, work order, daily job assignments and undertaking involving materials or supplies. Employees are also reminded that under the South Carolina Code of Ethics, no one is to take any gratuities (monies, goods or services) that could be interpreted to show favoritism to any vendor, company or individual whose product or services are used or purchased by MUSC.


No Engineering and Facilities employee has the authority to commit the University to a vendor or contractor except in emergency situations as defined by the State Procurement Code. The commitment is to be made by the Procurement Department with the issuing of a Purchase Order.

Materials or supplies purchased or issued from our stock room will have a "White Sheet" filled out and signed by an authorized individual before any issue is made.


Materials and products used in our operations should be of a quality to assure the ongoing functioning of those areas for which we are responsible. Items that do not hold up or are not compatible with existing equipment, supplies, materials, etc. should be noted and the failure documented through our buyer. This assists the vendor and us in determining and correcting the defect or finding some other product that will work better.

A. Purchase Order Procedures:


1. All supplies will be ordered using one of two procedures; the Requisition Form or the "White Sheet". The difference between these two is that the "White Sheet" is used to account for supplies used from the central storeroom, from satellite storerooms, or from shop stock. The Requisition Form is used to procure items from or through external vendors.
2. A copy of the Engineering and Facilities Stock Room Issue Sheet "White Sheet" (OTC NO> 803535 Rev 3/98) is attached to this Policy. In all cases where supplies are used either from the central storeroom, from satellite storerooms, or from shop stock, the "White Sheet" will be utilized in the following manner. **(Underlined Items are Mandatory)**
 - a. **Date:** To indicate the date the material was obtained or used.
 - b. **Shop:** Name or descriptive number of ordering shop or zone.
 - c. **Remarks:** To be used as necessary.
 - d. **Received by:** Name of employee actually receiving parts from the storeroom or drawing the parts out of the shop stock.
 - e. **Employee #:** Engineering and Facilities supplied employee number.

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- f. **Work Order #:** Complete work order number as generated by the TMA system. Note, a “White Sheet” will only be used for one job or project and supplies for multiple jobs will not be mixed on one “White Sheet”
 - g. **Building #:** The three-digit unique building number where the job or project is located.
 - h. **Quantity Req.:** The amount required including number and unit of issue (ex: 2EA, 3 BOX, 4 DZ, 2 CS, ETC.)
 - i. **Description:** Accurate description of supplies.
 - j. Unit Price: To be filled in by Purchasing Department or by Shop Foreman when issuing from shop stock.
 - k. Stock #: TMA specified stock number.
3. All “White Sheets” shall have an authorization signature which will be signed on the line following the last supply listing. The following individuals are designated as authorized to sign for supplies on this white sheet.
- a. All Shop Foreman and Assistant Shop Foremen.
 - b. All Building Engineers and Supervisors.
 - c. Maintenance Technicians as designated by the shop foreman.
 - d. All Housekeeping Supervisors.
4. “White Sheets” shall be completed, and processed by the Purchasing Department for all supplies drawn from the central storeroom. Upon completion of processing, these “White Sheets” shall be routed to the appropriate Foreman or Building Engineer for review. For supplies drawn from satellite store rooms or from shop stock, “White Sheets” will be processed by the appropriate Foreman or Building Engineer who will annotate the appropriate work order with information and pricing via the TMA System.
5. A copy of the Engineering and Facilities Requisition (UP NO. 500156 Rev 6/00) is attached to this Policy. In all cases where supplies are procured from or through external vendors the Requisition Form will be utilized in the following manner. **(Underlined Items are Mandatory)**
- a. **Date:** Date Requisition Originated.
 - b. Rel. Number: Purchasing Department Use.
 - c. PO Number: Purchasing Department Use.
 - d. **Vendor Name:** Name of external vendor.
 - e. **Address:** Address of external vendor.
 - f. **City:** Address of external vendor.
 - g. Vendor Number: Purchasing Department Use.

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- h. **State:** Address of External vendor.
- i. **Zip Code:** Zip Code of external vendor.
- j. **Phone Number:** Phone Number of external vendor.
- k. Account: Purchasing Department Use.
- l. Unit: Purchasing Department Use.
- m. Project: Purchasing Department Use.
- n. RPTG: Purchasing Department Use
- o. Amount: Purchasing Department Use
- p. Commodity: Purchasing Department Use
- q. **Item Number:** Sequential number.
- r. **Description:** Accurate description of item desired, including vendor Stock #'s.
- s. **Quantity:** Number desired.
- t. **Unit:** Unit of issue (EA, DZ, CS, etc.)
- u. Unit Price: Purchasing Department Use.
- v. Extension: Purchasing Department Use.
- w. Stock Number: Purchasing Department Use.
- x. Explanation: Instructions from requestor to purchasing department.
- y. **Work Order Number:** Number assigned by TMA System.
- z. **Building & Zone:** 3 digit building or Zone Engineer Number.
- aa. **Zone Number or Shop:** Zone Engineer or shop number.
- bb. **Equipment ID Number:** Number assigned in TMA system, mandatory for CM work orders.
- cc. **New Equipment:** Yes or No.
- dd. **Repair/Replacement:** Yes or No
- ee. **PM Required Yes/No:** Yes or No
- ff. Quotation Number: Vendor Supplied.
- gg. Delivery Instruction: Yes or No
- hh. **Contact Person (Vendor):** Name of Contract.
- ii. **Phone Number:** Phone number of Vendor Contact.
- jj. **Attn:** Requisitioner Name
- kk. **Phone:** Requisitioner Phone Number.
- ll. **Pager:** Requisitioner Pager Number
- mm. Fixed Asset: Purchasing Department Use.
- nn. Date: Purchasing Department Use.
- oo. BP: Purchasing Department Use.
- pp. Prices Confirmed With Purchasing Department Use.
- qq. Order Confirmed With: Purchasing Department Use.
- rr. **Will Accept Substitute Y/N:** Yes or No.
- ss. Buyer: Purchasing Department Use.
- tt. BC: Purchasing Department Use.
- uu. Date: Purchasing Department Use.
- vv. TA: Purchasing Department Use.
- ww. UC: Purchasing Department Use.
- xx. **Requested By Shop:** Signature of Authorized Individual.

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- yy. **Date:** date signed by Authorized Individual.
- zz. Construction/Maintenance Authorization – Date: Supervisory Use.
- aaa. Authorized by Engineering and Facilities – Date: Supervisory Use.

6. All Requisitions shall have an authorization signature. The following individuals are designated as authorized to sign for supplies on this white sheet.

- a. All Shop Foremen and Assistant Shop Foremen.
- b. All Building Engineers and Supervisors.

7. Requisitions shall be completed, and processed by the Purchasing Department for all supplies drawn from external vendor.

B. Requisition only those supplies or materials needed for a particular job assignment. Do not check out extra materials. Unused materials are to be returned to stock. All materials are to be used on official MUSC work orders. Materials purchased for personal use and/or taken off campus will subject an employee to immediate termination of employment for stealing.

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Note: This Policy, like all other policies within Engineering and Facilities is not a contract and should not be relied upon as such. Questions concerning Interpretation of this document or suggestions for improvement should be directed to MUSC Facilities and Engineering.

Approved By:		Effective Date:
<hr/> John C. Malmrose Chief Facilities Officer Engineering & Facilities	<hr/> Rick Terhune Business Manager Facilities and Engineering	January 1, 2006