

General Stores

PURCHASES FROM GENERAL STORES

1. Purchases are made by utilizing the Online Administrative System (OAS), or by Interdepartmental Requisition (IDR) in exceptional cases or Special Orders. Using OAS allows you to check stock, allocate, and check funds, enter the order immediately, reserving the stock for your order and allows you to track the order from inception to completion. If you don't have this access ask your supervisor about Online Forms classes given by Client Services.
2. **POLICY:** The Assistant Vice President of Materials Management has stipulated that if a department orders material through the Purchasing Department and General Stores stocks that item and can offer the same or lower pricing while meeting delivery requirements, the requisition will be transferred to General Stores and General Stores will fill that order. If a department submits a requisition to Purchasing which includes an item not currently stocked in General Stores, General Stores can fill the order with material that is stocked and Special Order the other item(s).
3. No cash purchases can be made from General Stores.
4. If an emergency arises, enter the order online and advise General Stores of the order number assigned and the order will be filled so you may pick it up immediately. In the event of a dire emergency, enter the order online and advise General Stores of the emergency and the order number assigned to the order, and the order will be delivered the same day if called in prior to noon. Emergency orders placed in the afternoon will be delivered the following morning. An emergency order is defined as "Material required to continue a particular research or task, when the absence of material could cause research or financial loss".
5. Due to special handling, the following items require separate orders:
 - Alcohol
 - Chemicals
 - Gases – gases without a stock number are considered special orders. Please call Gas Cylinders at **(214) 648-6139** to place orders for special gases and/or equipment.
6. If you don't see an item you need in the catalog or Online Inquiry System, please call us. If we don't stock the item, we may be able to special order it for you.

7. If you require an item that has been discontinued from General Stores stock, please call us. The item may have been replaced with a similar or improved item. If it has not been replaced by a stock item, we can special order it for you.
8. If an item is "Out of Stock" or we are not able to fill the order completely, the order will so indicate. It is suggested that any out of stock items be reordered when the new stock is received.
9. Funds are not expended until an order is processed.
10. If you needs require repeated ordering of the same items, General Stores can set up standing orders for you. For further information on standing orders, please call **(214) 648-6012**.