



SIMON FRASER UNIVERSITY
Policies and Procedures

Date
May 1, 1969

Number
AD 1.01

Revision Date
October 26, 1989

Revision No.
B

Central Stores Requisitioning

Policy

Line items of general office supplies including stationery, computer supplies, printing and photocopying supplies will be stocked in Central Stores and will be available at cost to all departments.

Procedure

1. Stores Requisitions

- a. Departments requiring items which are stocked in the Central Stores warehouse can obtain them by raising a "Stores Requisitions" (Form FAD 1-1) and forwarding the first three

3. Returned Supplies

- a. When departments which to return supplies which are damaged or surplus to their needs, they should raise a Central Stores Requisition (Form FAD 1-1), enfacing it with the word "Credit" in large printing. The account code which is to be credited should be inserted in the "Account Number" section. The originator should then advise the Central Stores dispatch (local 3101) of pick-up of the supplies along with the first three copies of FAD 1-1. The pink and canary copies should be retained by the originator. The Storeman, on receipt of the supplies, should sign the three copies confirming receipt and return the pink copy to the originator.
- b. The two remaining copies will be passed to the Stores Control Group which will price the voucher, forward the original to Financial Services, and retain the other two copies to report to the Stores Control Group.