

Ordering and Management of Supplies (LTS Procedure #29)

Scope: *This procedure explains how supplies are purchased for LTS, which inventories are maintained in the LTS administrative office, and the responsibilities of LTS units in the management of supplies.*

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A. Supplies

Supplies are items needed by staff to do their jobs. They include pencils, paper clips, pens, and other items commonly found around office desks. They are used up and need to be replaced fairly frequently. They are generally low cost, ranging from \$1 to under \$500 per unit. They do not include items such as desks, computers, printers or copy machines, which are considered equipment and charged to a different budget.

B. Purchasing Supplies

A basic inventory of supplies commonly used in LTS units are purchased and maintained in the LTS supplies cabinet. These supplies, are available at all times and refilled as needed by the LTS Administrative Support Specialist.

BE CONSIDERATE OF OTHERS:

If you take the last of a particular supply item or even second to the last, it is widely encouraged that you place the empty box on the [LTS Administrative Support Specialist's](#) desk or send an e-mail letting he/she know that this item is getting low and needs to be replenished.

C. Requesting Supplies

Other items. For items not regularly kept in the supply closet, provide detailed information about the item in need of being purchased to the LTS Administrative Support Specialist. If the cost of this item is within reason, it will be ordered. If not, you may be asked to get permission from your supervisor.

D. Ordering and Delivery

1. Items requested from the central supplies are ordered through [e-shop](#) and charged to a procurement card held by the LTS Administrative support specialist. In most cases, items ordered one day will be delivered the next day, if not, they will definitely arrive the following day.
2. At the discretion of the unit heads involved, units may maintain inventories of their own, either singly or in cooperation with other units. The responsibility for maintaining the inventories, and the distribution from those locations rests with the units involved.

E. LTS Administrative Support Specialist is not available.

Alternatively, if the LTS Administrative Supervisor is out and a staff member needs an item immediately that can not be found in the supply cabinet, he/she may get an account number from their supervisor and purchase the item from the campus store. Remember to place the receipt in the "in box" on the LTS Administrative Support Specialists's desk where he/she will turn it in to the CUL Budget and Accounting office.