Purpose

This policy outlines the rules governing the purchase of supplies from Distribution, Storage & Mail for conducting University business.

Definitions

Department Identification Number

A unique number assigned to each department by Accounting which corresponds to a valid UCSF account and fund number.

Policy

A. Campus departments are encouraged to order frequently used supply items hosted on the Distribution Storage & Mail website.

B. Sales by Distribution, Storage & Mail are restricted to a department or administrative unit having a valid department identification number.

C. Sales to private individuals and organizations are prohibited.

D. All sales by Distribution, Storage & Mail carry a markup in an amount required to cover the costs of providing this service, including the procurement, stocking, and distribution of goods.

Responsibilities

Contact the Distribution, Storage & Mail unit with any questions.

Related Policies

- **200-11 - Equipment Management** [3]
- **200-18 - Purchasing** [4]

References