Purpose

This policy outlines the rules governing the purchase of supplies from Logistics for conducting University business.

Definitions

Chart of Accounts (COA) Chartstring/Cost Center

The unique set of accounting numbers utilized by each individual department to make purchases.

Policy

A. Campus departments are encouraged to order medical gases and alcohol via the Logistics website [3].

B. Sales by Logistics are restricted to a department or administrative unit having a valid department COA Chartstring/Cost Center.

C. Sales to private individuals and organizations are prohibited.

D. All sales by Logistics carry a markup in an amount required to cover the costs of providing this service.

Responsibilities

Contact logistics@ucsf.edu [4] with any questions.

References

- Logistics Website [3]