

## **Information**

Purchase from Stockroom

## **Number**

PUR 8 00

## **Applicability**

This policy applies to University Administrators Faculty and Staff

## **Administrative Authority**

Vice President for Finance and Chief Financial Officer

## **Responsible Unit**

Sally Molsberger, Chief Procurement Officer - Procurement Services

Service Complex, University of Louisville

Louisville, KY 40292

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## **History**

Original Date: Unknown

Revision Date(s): April 28, 2023

Reviewed Date(s): February 14, 2020; April 28, 2023

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## **Categories**

## **Statement:**

Procurement Services shall identify items of common usage throughout the University to facilitate quantity buying. Where economically practical, such items may be carried in inventory in the Stockroom for the purpose of providing a ready supply of specific items to using departments. The Stockroom is the designated source from which all budgetary units are required to purchase supplies such as paper products, maintenance supplies, and other miscellaneous supplies. Items

available at the Stockroom must not be purchased from any other source.

## **Related Information:**

A Stockroom catalog can be found at [Stockroom Product Listing](#). Departmental charges will include a mark-up of an amount necessary for the operation of the Stockroom. Specific percentage "mark-ups" are determined by the Director of Procurement Services with concurrence of the VP and Chief Financial Officer.