

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

Section III - Business/Financial

SUBJECT: DISTRIBUTION CENTER MATERIALS MANAGEMENT ORDER

REVIEWER(S): Dean of Administrative and Financial Services*
Administrative Assistant

I. POLICY

The College, in partnership with Carolinas HealthCare System, maintains an orderly and efficient materials management process.

II. PROCEDURE

- A. The dean of administrative and financial services, the business office assistant, or the college's administrative assistant places orders through materials management (distribution center) for certain high volume items used throughout the college. The distribution center catalog is on the Carolinas Healthcare System's PeopleConnect web page.
- B. Requests for distribution center stock items are made in writing to the dean of administrative and financial services, the business office assistant, or the administrative assistant.
- C. For stock items, the dean of administrative and financial services, the business office assistant, or the administrative assistant places the order on-line through eMerald. Non-stock items are also ordered through the non-catalog section of eMerald.
- D. Requisitions need a manager's approval.
- E. Supplies are usually delivered in one to three days.
- F. Questions regarding orders and pricing information may be directed to the dean of administrative and financial services, the business office assistant, or the administrative assistant.
- G. Items being returned for credit should be taken to the business office and given to the business office assistant who will complete a Requisition for Return and call the distribution center for the item to be picked up. Credit may not be issued for returns below a designated cost threshold.
- H. The Distribution Center Materials Management Order policy will be reviewed bi-annually.

III. APPROVAL

Name: _____ Title: President _____ Date: _____