

UMD Library Supply Order Policy

Basic supplies

Only basic supplies such as tape, pencils, pens, staples, notepads, etc., will be stored in the Administration office. For specialty items, you must complete a Supply/Equipment Order Request form.

When to order supplies

Plan ahead. If you anticipate needing a supply item, order it early, preferably two weeks in advance of when the item is needed. Staff should not order large quantities of supplies and stockpile them.

Supply catalogs

Administration has a variety of supply catalogs available for staff to look at. These should be looked at in the Administration work room.

How to order supplies

A Supply/Equipment Order Request form must be completed before Administration staff can place an order for supplies. Verbal supply orders will not be accepted. Supply/Equipment Order Request forms are available in the Administration Office or online. Provide as much information as possible on the form. If the item being ordered was found in a supply catalog, the catalog name and page number or a photocopy of the page from the catalog is helpful to Administration staff placing the order.

Supply/Equipment Order Request forms must be approved and signed by your coordinator before they are turned in to Administration.

Many vendors provide online ordering. However, staff must still follow normal procedures and approval processes and Administration staff will place the order.

Supply/Equipment Order Request forms are usually processed within 1-2 days of receipt in the Administration office.

Off-campus supply purchasing trips will only be scheduled when a significant number of items need to be purchased or in extenuating circumstances.

Delivery of supply orders

Staff should plan that delivery of ordered supplies will take at least one week. Small items will be placed in the staff member's mail box. Larger items will be brought to the staff mail area and a note will be placed in the staff person's mailbox.

Packing slips

If you open a package that has a packing slip enclosed, you must check the packing slip against the contents of the package, note any discrepancies, date and initial the packing slip, and turn in to Administration within 24 hours.

Returns

Staff should determine if an item received is satisfactory/meets their requirements within a week of receiving it so Administration staff can meet vendor deadlines for returning the item if necessary.