

## Campus Central Stores and Service Centers

<b>Function:</b>	Procurement/AP
<b>Procedure</b>	<a href="#">How to Review a Request for Goods, Services, or Payment</a>
<b>Contact:</b>	<a href="#">Dave Martin</a>

### Guideline Recommendations

This document outlines the requirements for location-specific procedures for purchases made from central stores and service centers.

### Procedure Development

Operating locations should establish procedures for purchasing from central stores or service centers.

These procedures should include:

- how locations will request goods or services;
- how the expenditure will be reviewed and approved (refer to the following block); and
- what documentation is required for payment

### Review and Approval Process

When reviewing purchases from campus central stores and service centers, operating locations should refer to [How to Review a Request for Goods, Services, or Payment](#) for descriptions of specific requirements.

Operating locations should ensure the billing rates for service centers are up-to-date and approved by the appropriate office.

**Note:** Purchases made from central stores do not require quotations or bids since the goods have been obtained through competitive pricing or through state contracts; however, service center pricing should be periodically reviewed to ensure it is competitive.

### Change History

Date	Summary of Change
May 22, 2017	Document changed to guideline from procedure.
July 28, 2016	Fixed broken links and updated to comply with format.

**Feedback**

Was this document clear and easy to follow? Please send your feedback to [webfeedback@rfsuny.org](mailto:webfeedback@rfsuny.org).

Copyright © 2011 The Research Foundation of State University of New York