



## RESALE SUPPLIES AND RECOVERIES

**Policy Title:** Resale Supplies and Recoveries

**Policy Type:** Administrative

**Policy Number:** #43-08 (2014)

**Approved:** 04/16/2015

**Responsible Office:** Central Warehouse

**Responsible Executive:** Vice President for Finance and Administration

**Applies to:** Central Warehouse Employees

### POLICY STATEMENT

The University has established policy governing Central Warehouse charges entered into Colleague and processed on a monthly basis.

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### DEFINITIONS

None

### CONTACT(S)

The Central Warehouse officially interprets this policy. The Vice President for Finance and Administration is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* <https://www.nsu.edu/policy/bov-01.aspx>

through the appropriate governance structures. Questions regarding this policy should be directed to the Central Warehouse.

## **STAKEHOLDER(S)**

University Community

## **POLICY CONTENTS**

Departments will be charged monthly for supplies sold through the Central Warehouse. After purchase orders for paper and envelopes have been filled and delivered to departments, quantities are entered into the Colleague receiving system. Each purchase order is initialed or marked to show it has been entered. Once all purchase orders have been entered for the month, the Recovery Transfer Form is filled out. This form is completed by entering each Purchase Order Number and its total cost/amount utilizing the First in First Out (FIFO) accounting technique. Once completed, the purchase order numbers and totals are verified, and the recovery transfer form is printed, signed by manager and copied. The original recovery form is sent to Accounts Payable to be processed. A copy of the Recovery Transfer Form is filed with the accompanying purchase order.

## **PUBLICATION**

This policy will be widely published and distributed to the University Community. To ensure timely publication and distribution thereof, the Responsible Executive will make every effort to:

- Communicate the policy in writing, electronically, or otherwise, to the University community, including current and prospective students within 14 days of approval
- Submit the policy for inclusion in the online Policy Library within 14 days of approval:
- Post the policy on the related webpages; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary.

Failure to satisfy procedural requirements does not invalidate this policy

## **REVIEW SCHEDULE**

- Next Scheduled Review: 08/16/2021
- Approval by, date: President, 04/16/2015

- Revision History: 07/01/1995; 07/01/2014; 04/16/2015; 08/12/2016; 08/21/2017; 08/16/2018
- Supersedes: Central Warehouse Policy and Procedures No. 5

### **RELATED DOCUMENTS**

There are no documents associated with this policy.

### **FORMS**

There are no forms associated with this policy.