

PURPOSE

To establish procedures for purchases made through the University Stores during business and after hour emergencies.

PROCEDURES

1. The University Stores is managed by PDME/Fastenal.
2. The University Stores hours of operation will be Monday through Friday 7:00 a.m. to 6:00 p.m.
3. PDME/Fastenal will be on call to provide after-hours emergency access to the University Stores.
 - a. The University Stores Off Hours Emergency contact Phone Number is 832.384.4942
4. The University Stores PDME/Fastenal Onsite Staff:

Ashton Kosar	InPlant Site Manager	713.743.5736	pdmefnl@uh.edu / tx043stores@fastenal.com
Jacob Davis	InPlant Warehouse Manager	713.743.5244	pdmefnl@uh.edu / tx043stores@fastenal.com
Michael Mansilla	InPlant Site Buyer	713.743.5734	pdmefnl@uh.edu / tx043stores@fastenal.com
Felipe Ramos	InPlant Site Buyer	713.743.5734	pdmefnl@uh.edu / tx043stores@fastenal.com
Kimberley Jones	InPlant Site FAMIS DATA Clerk	713.743.5234	pdmefnl@uh.edu / tx043stores@fastenal.com
Joel Reyes	InPlant Site Rep	713.743.5736	pdmefnl@uh.edu / tx043stores@fastenal.com
Jackson Harris	InPlant Site Rep	713.743.5736	pdmefnl@uh.edu / tx043stores@fastenal.com
Ramiro Artega	InPlant Warehouse Rep	713.743.5736	pdmefnl@uh.edu / tx043stores@fastenal.com

5. The University Stores is administered by Facilities Management Administrative Services. For questions regarding this program, please contact:
 - Rufus Kemp-Program Manager II, 713.743.5519, rdkemp@central.uh.edu
6. The Standard Stocked Inventory Parts Procurement Procedures:
 - All material requests for regular stocked inventory parts from the University Stores are to be made using the FAMIS shopping cart, or the materials request form on counter walk-ins.
 - The material request form is located on the PlantOps Website. <http://www.uh.edu/plantops/staff-only/FM-RequestQuotesMaterials.pdf>.
7. The Standard Non-Stock Inventory Parts and Services Procurement Procedures:
 - All material requests for non-stock inventory parts and services provided by the University Stores are to be made using the materials request form.
 - The material request form is located on the PlantOps Website. <http://www.uh.edu/plantops/staff-only/FM-RequestQuotesMaterials.pdf>.
 - All materials and services vendors must be official registered vendors of the University of Houston. If you would like to add a vendor for registration please send them this link. <http://www.uh.edu/vendor/>
8. The University Stores P-CARD Usage Protocol:
 - The use of University P-Cards will be limited to Emergencies only.