



Ohio Administrative Code

Rule 3342-5-12.2 Administrative policy regarding storage and receiving.

Effective: [March 1, 2015](#)

Policy statement. The university supply center shall receive all supplies and equipment, store same as is required, make proper accounting, maintain inventory records, make distribution to the various offices and departments of the university, and authorize, insofar as delivery and condition are concerned, the payment for all supplies and equipment. The university supply center is authorized to approve direct shipments to departments as appropriate, contingent upon acceptable standards of receiving and reporting by the departments.
