This brochure is intended to provide new Faculty of Science members with a brief overview of the Science Procurement Services and Stores operation and provide basic tips that may be of use to use as you begin procurement activity.

It should be noted that Science Procurement Services and Stores operates as one common group from two locations within the Chemistry-Physics building.

Many common requirements are in stock and can be readily provided from our Stores location at C-1016. These items are ordered online from the Health and Safety Management System (HSMS), accessed via the My MUN login at https://login.mun.ca/cas/login. Other items will need to be procured by our Procurement Services staff located in C-2012.

Requisitions for non-chemical purchases are available from the departmental general offices or C-2012. Requisitions must be approved before being forwarded to the procurement group for processing. Your order will be placed once availability of funds has been certified.

Please contact your department’s administrative assistant for help setting up a new account.

**REQUISITIONS AND STORES ORDERS**

- All chemical requisitioning must be placed via HSMS to allow for electronic approvals and inventory control.
- All non-chemical requisitioning (equipment, special order supplies, etc.) must be placed via the existing paper requisition form.
- Requisitions are normally placed within two days of receiving final approval.
- All orders for in-stock items (chemical and non-chemical) housed in C-1016 must be placed via HSMS.
- A delivery option is available. Daily delivery of orders is from 2:10 p.m. until 3:30 p.m. Orders placed before 12 p.m. will normally be delivered the same business day.
- Orders placed and indicating ‘pick up’ will be notified via email when their material is available.
- At times, some of your order may be backordered.
- If items normally obtained from Stores are not showing online, please notify staff.
POLICY, LIMITS AND TENDERING

The following are general guidelines regarding procurement limits and tendering. For specific information, please see the policies listed in this brochure or contact Financial and Administrative Services directly.

When you are ready to begin planning your purchase, FOS Procurement Services can assist.

- Generally, purchases greater than $10,000 (before taxes) require a public tender.
- All purchases must have funding certified prior to being made.
- Splitting of a purchase order into more than one order to get each value less than $10,000 is not permitted.
- Purchases greater than $2,500 and up to $10,000 (before taxes) require at least three written quotations.
- Purchases greater than $1,000 and up to $2,500 (before taxes) require three telephone quotes or current catalogue prices.
- Purchases of $1,000 (before taxes) or less do not require quotations.

PROCUREMENT SERVICES
Chemistry-Physics Building, C-2012

Hours of Operation
9 am. to 5 pm. weekdays
9 a.m. to 4:30 p.m. (summer hours)

Staff
Steve Ballard, sballard@mun.ca
709.864.8775
Bonita Smith, bsmith@mun.ca
709.864.3780
Rosemary Maher, rmaher@mun.ca
709.864.4384
Ernest Stapleton, eastapleton@mun.ca
709.864.7523

Fax: 709.864.4623

STORES
Chemistry-Physics Building, C-1016

Hours of Operation
9 am. to 5 pm. weekdays
9 a.m. to 4:30 p.m. (summer hours)

Staff
Randy Earle, rearle@mun.ca
709.864.8882
Kevin Dillon, kevind@mun.ca
709.864.4800

Fax: 709.864.4085

General inquiries and requests should be sent to the group addresses below to avoid delays should a particular employee be unavailable.

Procurement: fos.procurement@mun.ca
Stores: fos.stores@mun.ca

Memorial University operates in compliance with the Public Tendering Act and Public Tender Regulations.

The Tendering section of Financial and Administrative Services is responsible for ensuring compliance is maintained.

The following links provide specifics regarding areas of procurement and tending within Memorial University:

Policy for purchasing:
http://www.mun.ca/policy/site/policy.php?id=260

Procedure for using purchase orders:
http://www.mun.ca/policy/site/procedure.php?id=393

Procedure for using public tender:
http://www.mun.ca/policy/site/procedure.php?id=394

CONTACT INFO

Dion Bennett, Supply Chain Manager
283 Elizabeth Avenue
Chemistry-Physics Building, C-2012
T: 709.864.8548  M: 709.728.7218
Fax: 709.864.3154
E: dion.bennett@mun.ca

Website:
www.mun.ca/science/faculty_staff/stores.php