

## HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 6	Fiscal Policies and Procedures	Effective:	May 2000
Section 6.6	General Services	Revised:	September 2008
<b>Policy 6.6.1</b>	<b>Responsibilities</b>	Responsibility:	Assistant Vice President for Business Affairs

## RESPONSIBILITIES

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### Overview

General Services includes the Divisions of General Stores, Warehousing, Central Receiving, Linen Services, Mail Services, Bookstore, Institutional Furniture, Dining Services, and Vending Services. These Divisions provide continuing logistical support services required by the administration, faculty, staff, and students to fulfill the teaching, research, and patient care missions of the Health Science Center. Information regarding General Services is available at <http://www.uthscsa.edu/business/genservices>.

All requisitions or requests for services or supplies submitted to General Services must be signed by a person with signature authority for the account number being charged.

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