

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 6	Fiscal Policies and Procedures	Effective:	May 2000
Section 6.6	General Services	Revised:	September 2008
Policy 6.6.2	General Stores	Responsibility:	Assistant Vice President for Business Affairs

GENERAL STORES

Responsibilities

General Stores, a Division of General Services, provides office, dental, clinical, and laboratory supplies that are used regularly or are consumed in large quantities. General Stores maintains the Health Science Center’s tax-free industrial alcohol user permit. The General Stores staff strives to provide quality merchandise with quick and convenient service at a low cost. Cash purchases cannot be made from General Stores.

General Restrictions

Items that are stocked in General Stores may not be ordered through the Purchasing Office. The Health Science Center Bookstore may not purchase items from General Stores for resale to individuals, unless the items are normally stocked by the Bookstore and the Bookstore is out of stock.

Tax-free industrial alcohol must be purchased from General Stores only to insure compliance with the Health Science Center’s federal permit to use tax-free alcohol.

Orders from separate catalogs must be listed on separate requisitions. Liquid nitrogen and dry ice should not be included on requisitions with other General Stores inventory items.

General Stores Catalog

The General Stores catalog is now available on the web at http://www.uthscsa.edu/business/genservices/UTHSCSA_stores_catalog.xls. Paper catalogs will no longer be available but may be printed from the web site if a hardcopy is needed. Published prices may vary without notice.

Submitting the General Stores Requisition

The merchandise stocked in General Stores may be obtained by using an approved PeopleSoft requisition to General Stores. Requestors should allow a minimum of two (2) hours for the requisition to process after Project Manager approval. Departments will be notified by telephone when the order is ready for pick up or

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items will be delivered if delivery service is requested. Please refer to the [Financial General Stores web requisition](#) for detailed instructions relating to General Stores requisitions.

Minimum/Maximum Order

There is no minimum/maximum order limit for items ordered from the *General Stores Catalog*.

Delivery of Merchandise

General Stores provides free delivery service of all merchandise on campus and to approved remote sites. Delivery will be made to remote sites daily after 1:00 p.m.

Requests for Stocking of New Items

The General Stores staff continually assesses needs for additional items to be carried in General Stores. Requests for new items may be addressed to the Supervisor of General Stores. Each request should include a complete description, a manufacturer reference number, and approximate monthly usage, as well as the department's name, contact person, and phone number. Each request will be analyzed, and if sufficient need is determined, the new item will be stocked.

When merchandise is stocked solely for a specific department, based on the usage factor provided in the request for stocking a new item, the department is required to purchase all remaining stock of the specified item should the department discontinue its use. This does not apply to items generally purchased by more than one department.

Requests for Stocking of Forms

Requests for stocking of forms to be sold in General Stores may be made by submitting a memo to the Supervisor of General Stores. The memo should state the recommended inventory level and packaging quantity along with a sample of the form, artwork, and negative (if available). The requesting department is responsible for purchasing all forms in stock at the time of the revision, deletion, or discontinuance of a form.

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Out-Of-Stock Items

If an item is unavailable at the time a requisition is sourced through inventory, the department will have the option to choose the item to remain on backorder until stock is received or cancel that item. As backorders are filled, departments will be notified of available stock ready for pickup or delivery. Departments shall be billed for these backorders through a "Manual Stores Requisition" (MSR).

Should an item be insufficient in quantity or unavailable at the time the requisition is being entered, a comment may be added identifying the quantity and stock number needed together with the date needed. The merchandise will be ordered to accommodate the departmental need. If the requested item is unavailable and there are no additional items needed, an e-mail should be sent to General Stores (generalstore@uthscsa.edu) identifying those same departmental needs.

Office Products Catalog (OPC)

The option to make departmental purchases from the General Stores *Office Products Catalog* (OPC) is a service established to provide a broad variety of office products generally available within 24 hours from the current office supply contractor. This service provides the convenience of purchasing an extensive variety of office supplies without leaving campus.

New catalogs are issued at the beginning of each calendar year and are available at the General Stores Customer Service Counter. Published prices are list prices and are discounted according to the terms of the current contract.

Submitting the Requisition

All purchases from the General Stores OPC may be obtained by submitting an approved PeopleSoft requisition to Today's Office Centre, Vendor ID 0000020772. The catalog item numbers should be entered into the item ID field. Requisitions received in General Stores before 3:00 p.m. will be processed that day. If the merchandise is in the primary warehouse, the order will be delivered to General Stores by noon the next working day. Please refer to the

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[Financial General Stores web requisition](#) for detailed instructions relating to supplemental office products catalog requisitions.

If merchandise must be backordered, or comes from a more distant warehouse, departments are notified of the expected delivery date.

Upon receipt of merchandise, departments are notified by telephone that their order is ready for pickup in General Stores or items will be delivered if delivery service is requested.

Furniture Orders

General Stores' clerks shall deliver only furniture to the room specified on the PeopleSoft requisition. General Stores' clerks are not permitted to move, assemble or install furniture. A [Facilities Management Request for Department Funded Work](#) must be submitted by the ordering department for any type of furniture move, assembly and/or installation.

Maximum Order

There is a maximum purchase limit of \$5,000 per project ID, per day, per person allowed from the General Stores OPC.

Return Policy

Merchandise purchased from the *Supplemental Office Products Catalog* may be returned to General Stores for credit during the first twenty (20) working days after receipt of order. Merchandise must be in its original packaging in re-saleable condition and accompanied with a copy of the original requisition. No credits will be issued prior to contractor's approval to accept returned merchandise. Returns valued at \$10.00 or more are subject to a 15% restocking fee. Defective or incorrectly shipped items are exempt from restocking fees.

Liquid Nitrogen and Dry Ice Purchases

Each department requiring liquid nitrogen or dry ice must submit an approved PeopleSoft requisition. Please refer to the [Financial General Stores web requisition](#) for detailed instructions relating to

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General Stores requisitions. Do not combine liquid nitrogen and dry ice requests on the same requisition. The standing requisition is maintained in General Stores for the entire month, with issues made as needed by the department. At the end of each month the requisition is adjusted to the quantity delivered and sourced through inventory for billing purposes. Departments requiring unusually large amounts of liquid nitrogen or dry ice should contact General Stores 48 hours in advance of the time needed at 567-5982.

**Cylinder
Demurrage
Charges**

General Stores processes the monthly cylinder demurrage charges for all bottled gases used by the Health Science Center. The monthly rental fee varies depending on the gas contractor.

**Tax-Free Alcohol
Regulations**

All issuance of 190 and/or 200 proof alcohol is made on an approved PeopleSoft requisition. Information on the requisition must include the name of the using department, division, project ID to be charged, and the room number where the alcohol will be used. Departments will be notified by telephone when the order is ready for pick-up or items will be delivered if delivery service is requested.

Authorized Locations

Tax-free alcohol may be used for Health Science Center research at the following locations only:

1. Health Science Center campus located at 7703 Floyd Curl Drive, San Antonio, Texas, which includes: School of Medicine, Dental School, Graduate School of Biomedical Sciences, School of Health Professions, and School of Nursing.
2. Health Science Center research facilities located in the Audie L. Murphy Memorial Veterans' Hospital, 7400 Merton Minter Boulevard, San Antonio, Texas.
3. University Hospital, 4502 Medical Drive, San Antonio, Texas.
4. The Institute of Biotechnology, 15355 Lambda Drive, San Antonio, Texas.

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5. The Robert F. McDermott Clinical Science Building, 8403 Floyd Curl Drive, San Antonio, Texas.
 6. Health Science Center research facilities located in the Cancer Therapy and Research Center, Ashford Oaks Building, 8122 Datapoint Drive, Suite 700, San Antonio, Texas.
 7. San Antonio Cancer Institute, 2040 Babcock Road, Suite 201, San Antonio, Texas.
 8. Institute for Drug Development, Grossman Cancer Center, Cancer Therapy Research Center, 7979 Wurzbach Road, San Antonio, Texas.

Special Occupational Tax

The requirements are created by the Omnibus Budget Reconciliation Act of 1987, enacted on December 23, 1987. Section 10512 of the act created a new 26 U.S.C. 5276, which imposes a special occupational tax of \$250 per year on users of tax-free, distilled spirits or specially denatured alcohol. The special occupational tax is imposed each year for the period July 1 through June 30. Any department engaged in the use of 190 and/or 200 proof alcohol at any location other than the locations referenced above must contact General Stores to arrange for the use and purchase of alcohol in compliance with regulations. Locations not permitted who require use of distilled spirits or specially denatured alcohol shall be required to pay the federal excise tax in addition to the cost of the alcohol.

Container Disposition

Tax-free alcohol is issued in one-pint plastic bottles, one-gallon plastic bottles, and five-gallon plastic containers. Federal regulations require that all marks, brands, and labels placed on containers be destroyed or obliterated as soon as emptied. Tax-free alcohol should be contained in its original packaging until emptied. A person may not destroy or obliterate the marks, brands, or labels until the package has been emptied.

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Uses

Tax-free alcohol may be used, under the Health Science Center's industrial alcohol user permit, for experimental or scientific research in only the following specified ways:

1. Alcohol swabs for radiation safety wipes.
2. Aseptic techniques/preparations.
3. Cell fixation.
4. Chromatography.
5. Cleaning Branemark implants.
6. Cryopreservation.
7. Dehydration of tissue.
8. Destaining gels.
9. Dissolving melatonin, a pineal hormone.
10. Drug solubilizations.
11. Emersion technique for soft tissue detail.
12. Extraction of compounds from biological tissue.
13. Extraction of DNA and steroids.
14. Extraction of nucleic acid (DNA and RNA).
15. Extraction of tocopherols from animal tissue.
16. Extraction stop for RIA protocol.
17. Fixation in preparing specimens for microscopic study.
18. Fuel for lab lamps.
19. Gram stain decolorizer.
20. Histology.
21. HPLC analysis.
22. Hybridization.
23. Immunocytochemistry.
24. Immunohistochemistry.
25. In vitro incubations with platelets.
26. Lipid extraction.
27. Lyophilization or freeze drying.
28. Making solutions.
29. Nucleic acid purification.
30. Placental perfusion system.
31. Precipitation of carbohydrates for subcellular fractionation of organisms.
32. Precipitation of DNA and RNA.
33. Preparation of standards for catecholamine assay.
34. Preservation of tissue.

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35. Processing specimens.
 36. Purification of DNA and RNA.
 37. Reagent preparation.
 38. RNA preparation.
 39. Routine histological procedures.
 40. Scrubbing plaque from dentures.
 41. Solvent for organic chemicals.
 42. Staining of bacteria.
 43. Staining of tissue.
 44. Sterilize and disinfect various items of contaminated laboratory equipment, instruments, surfaces, and/or glassware.
 45. Sterilization for necropsy.
 46. Sterilization for surgery.
 47. Sterilization in laboratory assays.
 48. Sterilization of surfaces on research animals where surgery is to be performed.
 49. Storage of tissue.
 50. Synthesis of organic compounds.
 51. Tissue culture: A) Cell treatment, B) Sterilization.
 52. Use in research animals by ingestion and/or injection for the purpose of determining damage to liver, brain, gallbladder, etc.
 53. Vasopressin extractions.
 54. Washing DNA preparations.

Violations

Violations of these regulations will subject the entire department to suspension from tax-free alcohol issuance and use. The project ID and department shown on the stores requisition will determine the department to be suspended.

Return Policy

Merchandise may be returned for credit to General Stores during the first twenty (20) working days after its receipt. This includes defective or incorrect merchandise. Merchandise must be in its original packaging and must be accompanied by the requisition. No credits or exchanges will be given for enzymes and/or media. No exceptions will be made.

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**Shopping Carts
and Flat Carts**

Shopping carts and flat carts are provided for customer's convenience. Promptness in picking up orders and returning carts to General Stores within 24 hours is appreciated. Departments will be responsible for replacement of lost carts.
