



UC San Diego

Policy & Procedure Manual

[Search](#) | [A-Z Index](#) | [Numerical Index](#) | [Classification Guide](#) | [What's New](#)

MATERIEL MANAGEMENT

Section: 520-1

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Issuing Office: Material Management

MATERIEL MANAGEMENT OFFICE FUNCTIONS

I. POLICY

The UCSD Materiel Management Department functions as a service department, and has operating responsibility for Material Distribution, Shipping/Receiving, Storehouse operations, Equipment Management, and Purchasing activities. It has direct responsibility for the Planned Purchasing Program; and the Materiel Manager serves as Commodity Manager for those commodities assigned to the campus by the University Materiel Coordinator.

II. RELATED POLICIES

UCSD Policy and Procedure Manual (PPM)

522-Section	Inventory
523-Section	Purchasing
524-Section	Receiving and Shipping
525-Section	Subcontract Administration
526-Section	Storehouse

III. PRINCIPAL DUTIES AND RESPONSIBILITIES

- A.** Purchase all goods and services, except as expressly delegated to others.
- B.** Receive and process incoming shipments for delivery to departments.
- C.** Prepare and process outgoing shipments as required.
- D.** Maintain stores in which items may be stocked for overall economy or required service.
- E.** Control and insure utilization of inventorial equipment.
- F.** Dispose of excess property and salvage.
- G.** Implement and maintain programs consistent with University policies in all areas of Materiel Management.
 - 1. Issue statements to implement these policies.
 - 2. Submit required reports.
 - 3. Maintain records to substantiate compliance with University Business and Finance Bulletins and other directives from Systemwide Administration.
- H.** The members of the Materiel Management Department will

University of California San Diego Policy – PPM 520 - 1
PPM 520 - 1 Materiel Management Office Functions

1. Accord a prompt and courteous reception to all who interact with the Department;
2. Give all competitive quotes due consideration;
3. Regard each transaction on its own merits;
4. Foster and promote fair and ethical trade practices; and
5. Subscribe to and support University programs for Affirmative Action.