Maintenance and Operations

Purpose

This policy establishes procedures and guidelines by which the Rehabilitation Services Department processes maintenance and operations transactions.

Audience

All members of the Rehabilitation Services Department.

Policy

The Rehabilitation Services Administrative Office will assume responsibility for processing all maintenance and operations transactions. Requests for operational supplies or services will be directed through the Team Leader and approved by the Director or designee.

Expendable Supplies

Purchase Request - Off Campus

- To order supplies, submit all necessary ordering information
- Supplies may be ordered only from sources accepting the UTMB system of purchasing and payment. The department can submit applications for new vendors.
- The University of Texas System has contracts with some vendors for certain supplies.
- A UCLIN or UTMBG number will be assigned to the purchase order by the Purchasing Department. This University reference number should be used for identification purposes when an inquiry is made regarding the order.
- The actual UCLIN or UTMBG costs or items already received and paid for will be monitored each month by the Administrative Office. This cost reflects postage, telephone calls or freight charges that are in addition to the original order cost.

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Maintenance and Operations, Continued

Purchase Requests - On Campus

- To order supplies from Materials Management, submit all necessary orders.
- Orders from other campus services, Audio-Visual Services, Medical Illustrations, Books, etc., are submitted to the Administrative Office for approval.
- Office staff will process purchasing requests and forward to the UTMB Purchasing Department.

Receiving Reports

- Delivered items will be accompanied by a receiving report.
- Each delivery must be checked against the Receiving Report.

Receiving Reports (continued)

- If an article is received damaged or broken articles are returned by receiving to the vendor .Central Receiving and the vendor is requested to replace the item within 30 days of delivery.
- The employee must sign for the package.
- The "Department Copy" is retained by the Administrative Secretary.
- Merchandise received should be checked against that requested on the original Purchase Order Request Form.

Emergency Funds (Petty Cash)

To receive petty cash from the accounting office:

- Determine how much money is needed, not to exceed $250.
- Fill out a Petty Cash Form designating that the purchase is with advance petty cash. Appropriate departmental approval is necessary.
- The typed approval is taken by the employee to the Bursar's Office. After the purchase is approved, the amount requested will be issued, along with a tax exempt form, to present to the vendor when making the purchase.
- Within **24 hours**, a purchase receipt must be returned to the Bursar's Office and, if the purchase price is different from the original estimate, money returned or collected.

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Repairs - FOAM

Minor Building Assistance

- For minor building maintenance, such as replacing light bulbs, plumbing, etc. a call should be made by the employee/clinic to x24040 FOAM.

Medical Engineering

- For minor repairs to an/or the replacing of worn parts of machinery not covered by maintenance contract, direct verbal request may be made to the Clinical Equipment Services department to assess their ability to fulfill the request.
- If Clinical Equipment Services personnel agree to fulfill the request, an estimate is submitted to the Administrative Secretary.

Outside Agencies

Non-Mainte-nance Contract Equipment Repairs

- A request for an estimated cost is submitted to the Administrative Secretary for approval. Such requests must include the type and make of the equipment, what is wrong with it and source for repair.
- The administrative office staff will initiate process to acquire an estimate of the cost.
- The administrative office staff will process the request if the Director approves the expenditure.
- The administrative office must be notified immediately after such repairs are completed.

Keys, Locks

- To order keys for Rehabilitation Services area doors and/or equipment, a Key Request, which includes the number of keys required, persons for whom designated and the identification number of each key is submitted for approval. If the request is approved, it is sent to the UTMB Police Department by the administrative office for processing.
- To request a change of lock(s) or the addition of a lock, the request must include the number, if any, of new keys that are required.