



**I. 6.6.1 Responsibilities**

Chapter 6 - Fiscal	Original Effective Date: May 2000
Section: 6.6 Materials Management	Date Last Reviewed: September 2024
Responsible Entity: Vice President and Chief Financial Officer	Date Last Revised: September 2024

**II. Purpose**

To establish the responsibilities of the Materials Management of UT Health San Antonio.

**III. Scope**

This policy applies to the materials management support divisions.

**IV. Policy**

Materials Management provides logistical and service support in furtherance of UT Health San Antonio's missions. Materials Management includes General Stores, Warehousing, Central and North Campus Receiving, and Mail Services. Additionally, Materials Management oversees the following third-party provided services: Bookstore, Dining, and Vending, and Fitness Center. Information regarding Materials Management can be found [here](#).

All requests for services or supplies submitted to Materials Management must be approved by a person with signature authority for the project ID number being charged.

**A. General Stores**

**1. Responsibilities**

General Stores provides dental, clinical, and laboratory supplies that are used regularly or consumed in large quantities, including bulk liquid nitrogen and dry ice. General Stores maintains UT Health San Antonio's (UTHSA) tax-free industrial alcohol user permit. The intent of General Stores is to provide quality merchandise with quick and convenient service at a low cost. Cash purchases cannot be made from General Stores.

**2. Merchandise**

The General Store catalog, including pricing and quantity on hand, can be found [here](#). Merchandise may be returned for credit to General Stores during the first twenty (20) working days after its receipt. This includes defective or incorrect

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merchandise. Merchandise must be in its original packaging and must be accompanied by the requisition. Subject to current quantities on hand, there is no minimum/maximum order limit for items ordered from the General Stores catalog. Please reach out to General Stores staff if your department is anticipating the need to purchase items in large quantities, or if you would like to discuss adding items to the catalog. 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.

### 3. Alcohol

Tax-free industrial alcohol must be purchased from General Stores only to ensure compliance with the UTHSA's federal permit to use tax-free alcohol. 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 mark, brands, or labels until the package has been emptied. Because violations of these regulations could jeopardize all of UTHSA's federal tax-free alcohol permit, such violations will subject the entire department to suspension from tax-free alcohol issuance and use. The project ID and department shown on the General Stores requisition will determine the department to be suspended.

### B. Warehousing

Warehousing staff are responsible for the temporary storage and final disposition of UTHSA furniture, equipment, accountable assets, and the coordination of surplus furniture and equipment auction, as needed. Functional equipment pending disposal is available at no cost to departments wishing to utilize the equipment. Warehouse procedures and contact information can be found [here](#).

### C. Central and North Campus Receiving

#### 1. Responsibilities

Central and North Campus Receiving is responsible for the acceptance and delivery of all supplies, medical equipment, and furniture arriving to UTHSA. Receiving docks are staffed at the Long Campus, MCC, MARC, STRF, Barshop, and COHCR buildings. Central Receiving does not initiate purchase orders but maintains all delivery records for packages that are received. Central Receiving coordinates efforts to resolve problems that have developed after packages have been received. Additional resources and contact information for Central and North Campus Receiving can be found [here](#).

#### 2. Radioactive Material

Radioactive material is not delivered to the ordering department. It is delivered to

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the Environmental Health and Safety Office, Radiation Division for processing. The ordering department is then notified when the material may be picked-up.

### 3. Exceptions

Live animal orders and orders for Facilities Planning and Operations are not processed or received in Central Receiving. All live animal orders and deliveries are processed through Laboratory Animal Resources, while purchases for Facilities Planning and Operations receive deliveries at their own facility.

### 4. Personal Items

Personal items should not be addressed to or shipped from UTHSA. Processing of personal items constitutes unauthorized use of state employees, resources, and contracts. All packages arriving at Central Receiving are opened and checked for purchase order numbers, packing lists, damage, etc. Materials Management is not responsible for loss or damage of any personal items.

### 5. OneCard

### Returns

All OneCard orders are delivered by Central Receiving. The ordering department is responsible for handling OneCard order returns. For OneCard orders that are being returned to the supplier, departments may contact Central Receiving and arrange for a pick-up of large or heavy items (over 50 pounds).

### 6. All returns should have one of the following:

- a. Prepaid Return Shipping Label
- b. UTHSA Shipping Request with Project ID number (if department is responsible for shipping charges)

The department is responsible for packaging of all returns.

## D. Mail Services

### 1. Responsibilities

Mail Services is responsible for acceptance and distribution of U.S. Mail at UTHSA. Mail Services is responsible for processing and delivering campus and U.S. Mail and providing cost efficient postal service in conformance to U.S. Postal regulations. Additional resources, including the Mail Services Guide, Mail Stop Codes (MSC), and contact information for Mail Services can be found [here](#).

### 2. Metered Mail

All outbound U.S. Mail should bear a return address with "University of Texas Health Science Center San Antonio" on the first line. The department name and MSC must also be referenced in the senders return address. Mail may be metered as long as it is an official UTHSA stationary address. Departments are not authorized to possess their own postage meter.

All mail to be metered must be "Official State Business" and include the department's name and assigned MSC in the return address. If mail is to be charged to any project ID other than the project ID on file with a specific mail code, a Mail Services Outgoing Mail Project ID Verification Form must accompany the mailing. It is state law that only "Official State Business" can be

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metered with a state postage meter. All mail is metered with the following indicia:

OFFICIAL STATE BUSINESS  
STATE PENALTY FOR PRIVATE USE

The nine digit-zip code, 78229-3900, must be used on all outbound mail return addresses. All departments must use the 3900 extension. This zip + 4 has been assigned by the USPS to designate the physical location of UTHSA.

### 3. Personal Mail and Packages

Mail Services is intended to be used for official UTHSA activities and should not be used for personal purposes or for group activities which have as their only relation to the University the fact that a member of the group is also a faculty or staff member. Processing incoming or outgoing personal mail and/or packages constitutes unauthorized use of State employees, contracts, and resources. Unidentifiable packages, which may be personal, arriving via USPS are forwarded to Central Receiving to be opened and checked for packing list, purchase order number, damage, etc.

## E. Bookstore

The UTHSA bookstore is located in the Academic Learning and Teaching (ALTC) facility, and provides a variety of instructional materials, UTHSA branded retail items, graduation regalia, and other items typical of a university bookstore. The bookstore maintains an online store [here](#). Service concerns should be directed to Materials Management.

## F. Dining and Vending

### 1. Overview

Dining and Vending services are provided through contracts with commercial service providers. Selection of UTHSA's dining and vending service contractors is handled through a competitive process, in accordance with University of Texas System Policy, [UTS 130](#), "*Vending Machine Contracts*" and [Regents' Rule 50302](#), "*Student Participation in Selection and Monitoring of Food Service Contractors*". Meaningful input from faculty, staff, and student patrons is solicited in the selection of vending and dining suppliers. In addition to participation in the supplier selection/renewal process, student and other patrons' input may also be solicited during the term of the contracts. Information regarding current UT Health San Antonio dining and vending contractors can be found [here](#).

### 2. Vending

All machine malfunctions or concerns should be directed to Materials Management. Vending machines are located in selected areas throughout UTHSA campus and various remote sites for cold and hot beverages, snacks, and/or cold foods (sandwiches, etc.).

### 3. Dining

The current food service supplier at the ALTC Café is the required catering provider for events held at that facility, unless otherwise approved by the Senior Director of

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Supply Chain Management or the Assistant Vice President for Supply Chain Management. Catering orders can be placed [here](#). Dining service or quality concerns should be directed to Materials Management.

### G. Fitness Center

UTHSA provides an on campus, full-service fitness center gym for use by students, faculty, and staff. Contact the fitness center directly for current membership fee rates, which are discounted for faculty and staff, and are incorporated into student tuition fees. Fitness center contact information can be found [here](#). Fitness Center service concerns should be directed to Materials Management.

## V. Definitions

*There are no defined terms used in this Policy.*

## VI. Related References

*There are no related documents associated with this Policy.*

## VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Approval Date
05/2000	Policy Origination		
05/2016	Policy Revision		
12/2023	Policy Revision		
09/2024	Policy Revision	Executive Committee	10/07/2024