Maintenance Purchasing

Effective Date: 11/23/2026
Section: Purchasing for Building Maintenance and Operations

Purpose:
Define the purchasing procedures for Building Maintenance and Operations.
These procedures exist to aid building maintenance and operations employees acquire parts and materials while operating within University and State of Arkansas rules and laws.

Daily/Routine MRO Parts:
The technician will seek parts and supplies from the following sources, in the order listed:

1. Facilities Management Warehouse
2. The building maintenance Purchasing Technician
3. Work Order Center purchase assistance.

Routine maintenance, repair and operation (MRO) parts and supplies will be stocked in the warehouse when financially feasible. The quantity, frequency, and other variables used to determine whether to stock an item will be listed elsewhere in this document.

Other, less frequent, parts and supplies will be sourced by the Purchasing Technician. Maintenance technicians will check in with the Purchasing Technician when the parts or supplies are not available in the warehouse. The purchasing technician will:

1. Source the part(s) and materials.
2. Ask the technician to visit an approved vendor to purchase the parts or supplies.
3. Ask the technician to make a P Card purchase when all other options are not available.

The maintenance technician will be asked for an active work order number. The maintenance technician will bring receipts/invoices to the Purchasing Technician upon returning to campus. The Purchasing Technician will keep a log of P Card transactions and will subsequently voucher those transaction(s) against active work orders.
In the event the warehouse does not stock the needed parts or supplies, and the Purchasing Technician is absent, the maintenance technician will visit the work order center for assistance.

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