

## Policy 1002 Tooling & Equipment Purchasing, Disposal and Replacement

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<b>Responsible Office</b>	Office of Facilities	<b>Originally Issued</b>	5/31/18
<b>Responsible Official</b>	Lead Administrator	<b>Revision Date</b>	5/31/18

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### Scope

This document outlines the practices for purchasing tooling and equipment through the FAMIS system used within Physical Plant, Grounds & Vehicle Maintenance Trade Shops.

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### Policy Statement

Facilities personnel must purchase tooling and equipment using practices that are aligned with Yale's best business practices. Furthermore, this document does not supersede Yale University's purchasing policies or procedures. This policy addresses the methods of procurement specifically for Physical Plant, Grounds & Vehicle Maintenance within the FAMIS system.

#### 1. Stock Issuances and Direct Purchases:

Within the FAMIS system, there are two basic methods for acquiring tooling and equipment, the first being a "stock issuance" (SI) from one of Yale's physical inventory locations and secondly, a direct purchase from an outside vendor, or "purchase requisition" (PR).

- a) **Stock Issuance (SI)** Tooling or equipment issued from inventory (i.e. stock issuances) require authorization from the employee's supervisor or manager indicating the item(s) description and name of employee receiving the items. Authorization (by written, email or verbal) must be presented to inventory personnel in advance of transaction processing in FAMIS and in advance of physical issuance to the employee receiving the tool or equipment. In all cases, the employee receiving the tool or equipment should be identified as "requestor" within FAMIS.
- b) **Purchase Requisition (PR)** The purchase requisition process for tooling or equipment can be initiated by the employee or supervisor/manager. In either case, the employee receiving the tool or equipment should be identified as the "requestor" within FAMIS, steps are as follows:
  - i. Supervisors and/or Purchasing personnel, should ensure that PR field "requested by" reflects the NetID/name of the person receiving the tool or equipment.
  - ii. The PR field "header" should reflect the description of the tool or equipment (must be manually input).
  - iii. The PR "line item section" should reflect the standard part number "DTE", with the standard description "Direct tools & equipment less than \$5k"

Facilities requires the standard process above to be used consistently as the normal procurement process. However, given the nature of the services provided, there are situations that are time sensitive where the trades person or supervisor needs to obtain tooling or equipment through a

“vendor direct process”. Examples of time sensitive situations include: customer urgency, nature of repair requires immediate response (water leak, storm damage, public safety, etc.), unique job site situation results in efficiency from vendor direct process to help minimize labor time incurred, etc. In this situation, the PR is created after the items are received, however, the same steps above should be followed (i, ii, iii above) when creating the PR to ensure tooling and equipment purchases can be monitored “after the fact” through reporting, at the requestor level in FAMIS.

## 2. Disposal & Replacement

All broken or worn out tooling & equipment must be returned to their supervisor/manager for disposal (regardless of condition). All tooling and equipment is the property of Yale University and must be disposed of in accordance with Yale’s policy [#1420 Waste Stream, Scrap Material and Recycling](#).

## 3. Reporting

Tooling and equipment issuances can be viewed using the FAMIS “Tools Issued” report. This report can be run by “date range” and sorted by requestor/person.

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### Reason for the Policy

In most cases, purchasing activity through Facilities Operations becomes the basis for charges/billings to Yale departments, units or schools outside of Facilities Operations. This policy helps to ensure procurement contains the appropriate level of management approval and efficient allocation of resources for the work performed by maximizing the use of the standard process. In addition, the standard process above allows for proper control of tooling, as well as monitoring individual tool & equipment procurement.

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### Definitions

Not applicable

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### Special Situations/Exceptions

This policy does not apply to purchasing activity performed through other Yale approved systems (i.e., Workday, SciQuest, P-Card, PCS, ECAP, etc.)

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### Roles and Responsibilities

Trade shop supervisors and Facilities Operations management is responsible for effective compliance with the above policy for their respective areas.

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### Related Information

Not applicable

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### Contact Information

Facilities Business Office

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### Revision History

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