

Optometry Building Maintenance Procedures

Re: **Optometry Internal Inventory Control, Rules for Vendors**

The following rules apply to equipment that cost \$501.00 or more, considered university capital assets.

No vendor shall remove any equipment from the University of Houston, College of Optometry, J. Davis Armistead Building without prior approval from the Property Custodian of Building 505, J. Davis Armistead Building. Call 713-743-1868 or visit Room 1001, trailer behind Optometry, to make arrangements for delivery or removal of equipment.

No vendor shall bring equipment into the J. Davis Armistead Building without first notifying the Property Custodian of the following information. These rules do not apply to items received through freight forwarding companies such as UPS, FedEx and freight lines, with one exception.

- a) A university issued purchase order is required for loaner equipment due to the liability involved.
- b) Complete description of equipment being brought in/delivered.
- c) Room number where the equipment will be located.
- d) Serial Number of equipment on packing list/invoice.

EXCEPTION: If equipment is delivered as a LOANER/ON APPROVAL basis, it must so state on the packing slip including information requested above.

If equipment is to be purchased by the college, a copy of the invoice and university issued purchase order must accompany the delivery.

LOANER/ON APPROVAL equipment in the J. Davis Armistead Building should not be removed or replaced without first notifying the Property Custodian.

If the vendor has supplied an item and wishes to exchange that item or terminate the LOANER/ON APPROVAL and finds that the item has a University of Houston property tag affixed, **DO NOT** remove the tag without notifying the Property Custodian for Optometry. It is unlawful to remove University of Houston property tags.

It is the responsibility of the clinic coordinator to see that the information and rules outlined above are complied with by immediately notifying the Property Custodian to follow university and college policy/procedure.

Every effort will be made to resolve problems arising from LOANER/ON APPROVAL equipment, however, if protocol is not followed regarding the removal of UH tagged assets and a satisfactory solution cannot be reached regarding UH tagged equipment, the Property Custodian is obligated to file a report with UH Police Department, in order to protect such UH tagged assets.

Property Custodians:

Marc Eaton 713 743 1868
Mary Martinez 713 743 1942
Room 1001
Trailer (behind Opt building)

February 2010