

ADMINISTRATION

Purchasing Warehouse Guidelines

1. PURPOSE

The intent of this rule is to establish best practices in materials management and minimize costs associated with the ordering, processing, and storing of material purchases made at the request of the individual Mutuals or GRF Departments.

2. ALL PURCHASES

2.1. All purchases of materials and supplies made through GRF will be subject to a 10% transaction processing fee and applicable tax.

2.2. To mitigate potential loss and to effectively manage costs and space limitations, all purchases made through the Purchasing Warehouse must be removed by the requesting Mutual or GRF Department within five (5) business days of receipt by the warehouse. If purchases are not removed, any costs associated with or not recovered due to damage, defect, or short shipment, will be solely at the expense of the requesting Mutual or GRF Department.

3. SPECIAL PURCHASES

3.1. A special purchase is defined as non-inventory items or beyond-normal-demand inventory items. Any special purchases made on behalf of a Mutual that have been left in storage within the warehouse for more than five (5) business days will be subject to a \$100 per week storage fee per order.

3.2. Returns

3.2.1. Any non-defective return of special purchase inventory items ordered by request of a Mutual will be subject to review and approval by the Administration Committee and up to a 20% restocking fee.

3.2.2. In addition to the conditions above, a Mutual or GRF Department requesting the return of a non-inventory special purchase will be assessed any charges, e.g., shipping, or restocking fees, the GRF supplier may stipulate.

4. WAREHOUSE STAFF LIMITATIONS

The Purchasing Department does not research or purchase non-standard items for individual Members or organizations.



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Document History

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