Allocation of Responsibilities for the Materials Management and Facilities Department

Revised: 02/12  
FSS/PPS No. 05.01.02  
Issue No. 5  
Reviewer: Director, Materials Management and Associate VP, Facilities  
Effective Date: 05/01/84 (E4Y)  
Review Date: 01/16

01. PURPOSE

01.01 This PPS establishes the allocation of responsibilities and special services for the Materials Management and Facilities departments. Special services in this context primarily refer to furniture and equipment moves, departmental moves, event support and freight delivery as noted in section 03.

02. POLICY

02.01 Departments having a need for the services of Materials Management or the Facilities Department should submit a work request stating the department's name, the account number and the services desired. Work requests to Facilities should be submitted via the Facility Focus work order system. Work requests to Materials Management should be submitted no less than 10 days in advance online at http://www.materialsmgt.txstate.edu/.

02.02 Charges for the services requested will be determined on the type of services requested and whether the department is supported by state or local funds (as described in Section 04).

02.03 The department will be notified if the services can be provided and if charges are to be made. An estimate of the charges will be provided to the department.

02.04 When the services are completed, the department will be notified of the total charges and the Accounting Office will be requested to process the charge to the appropriate account.

03. RESPONSIBILITIES

03.01 The following items have been designated as the responsibilities of Materials Management:
   a. Minor moves - such as within departments or offices.
   b. Minor setups - such as department seminars and meetings.
   c. Minor functions - such as the President's luncheons and meetings, functions on the 11th floor of JCK, at the University Club and Alkek Library.
   d. Major functions - any events requiring more than 70 tables or 700 chairs; such as Graduation, LBJ Picnic and Convocation (Facilities will assist).
e. Receiving and delivery of freight.
f. Making out-of-town pickups and deliveries, if possible.
g. The loading or unloading of exceptionally heavy material items - will be done by Materials Management and the Facilities Department.
h. Pickup of surplus property.

03.02 The following items have been designated as the responsibilities of the Facilities Department:
   a. Major functions - such as Graduation and Convocation, the Facilities department will assist Materials Management.
   b. The loading or unloading of exceptionally heavy items - the Facilities department will assist Materials Management.
   c. Services for Utility, Facility, Custodial, Maintenance and Grounds

03.03 Major moves will need to be contracted. Refer to FSS/PPS No. 08.01.03.

04. SPECIAL SERVICES

04.01 State regulations require that operating units, such as Materials Management and the Facilities Department, which are funded from state appropriations be reimbursed for services performed for activities not funded from this source.

04.02 Special services performed by Materials Management and the Facilities Department are available to all University departments. However, University activities funded from auxiliary accounts, restricted accounts and non-University organizations, clubs and community events will be charged for special services such as:
   a. Delivery and setup of equipment (tables, chairs, etc.) for seminars, meetings, workshops, etc.
   b. Departmental moves, excluding moves made necessary by building renovations.
   c. Relocation of furniture and/or equipment.
   d. All departments, no matter what funding source, must use an appropriate E&G account to charge for setups of luncheons, picnics, reunions, fundraising, barbecues and parties.

04.03 Materials Management and the Facilities Department will continue these special services at no charge, except when the services are required beyond regular working hours, to all state funded accounts and as noted above in 04.02(d). A services account in the designated fund group is established for providing services to accounts not funded from state funds.

04.04 Charges for the services will be at the current base rate figured per man hour, with a minimum charge of one man hour. Base rates will be figured by the Associate VP of Facilities and the Director of Materials Management for these areas.
04.05 Activities requiring the services of Materials Management and the Facilities Department beyond regular working hours will be charged time and a half for after hours and weekends.

04.06 Departmental moves from buildings scheduled for renovation or moves into new or renovated buildings will be charged to the appropriate construction account. Refer to FSS/PPS No. 08.01.03.

05. **MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS PPS**

Major responsibilities for routine assignments associated with this PPS include the following:

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06. **CERTIFICATION OF STATEMENT**

This FSS/PPS has been approved by the following individuals in their official capacities, and represents FSS policy and procedure from the date of this document until superseded.

Director of Materials Management, Reviewer

Associate Vice President, Facilities, Reviewer

Vice President for Finance and Support Services

Approved: __________________________

Reviewer

Approved: __________________________

Reviewer

Approved: __________________________

Vice President for Finance and Support Services