POLICY

On-site freezer programs are run only when inventories maintained on EVMS premises provide cost savings to EVMS. Materials Management in conjunction with the Department Chairman has the final decision of when to open and close freezer programs.

Maintenance of the freezer with the exception of day to day repairs (e.g. light bulbs replacement) will be provided by the vendor. EVMS will also provide power and monitoring. EVMS will NOT be responsible for compressor, electrical or freon requirements. EVMS will take appropriate action to protect the vendor's stock in case of an emergency, but is not responsible for loss of stock due to freezer failure unless caused by EVMS negligence.

PROCEDURES

A department may request the establishment of a freezer to stock enzymes that are in demand from a particular vendor. The request must be written and processed through the Department Chairman, Business Administrator and Materials Management. The following information must be provided:

1. Vendor name and shipping address
2. Sales representative and phone number
3. Listing of proposed items with estimated annual consumption and cost per item.

The Department Chairman, Business Manager and the Director of Materials Management must agree to establish a new Enzyme Freezer Program.

The department or lab where the freezer is physically located will be responsible for inventory maintenance and access control. The vendor will provide the freezer with a locking system with two keys (minimum) and all items to be stored at no charge. All stock are consignment and will not be invoiced until logged out.

Once the program has been approved, a purchase order to track the freezer (at no cost) must be established. Departments utilizing the freezer will be required to obtain a standing purchase order. A copy of the purchase order will be submitted to the controlling lab. The controlling lab will keep a running balance of funds available on each purchase order by way of product log out sheets. When funds are below the cost of an item access will be denied.

The controlling department or lab will submit consumption records based on product log out sheets to the vendor and Accounts Payable. The vendor will invoice based on these consumption records.
Accounts Payable will verify the invoice. The product log out sheet will show the following details:

1. Product and quantity
2. Date
3. Person, department name and charge number
4. Standing purchase order number.

Vendor invoices will reflect the same detail as the product log out sheets.