
Supply

Revised: 10.26.09

I. Policy

Facilities Central Warehouse (FCW), located on the west end of campus in the Facilities building serves as a supply store with a variety of goods bought in bulk quantities available for resale to requesting department.

II. Procedures

The requesting department will contact the Facilities Communication Center either in person or by phone 701-777-2591 to **obtain a "FAMIS" work order number**. Billing information must be provided to obtain a "FAMIS" work order number.

III. Procurement

The department will come to FCW Supply and **request the goods needed**. The FCW staff will issue the goods needed and the department will be **automatically billed** through the "FAMIS" work order number at the time of the Facilities billing cycle.

Phone:	701-777-3033
Fax:	701-777-6383
Address:	Facilities, Room 170 3791 Campus Road Stop 9032, Door #4 Grand Forks, ND 58202-9032