

## **MATERIALS MANAGEMENT POLICY AND PROCEDURES MANUAL**

### **Introduction:**

The Director of Business Services has been assigned the responsibility for supervising the operations of the CTC elements shown on the organizational chart on the following page and for ensuring that required services are provided effectively and efficiently. Business Services provides support services for the Central Campus in Killeen, TX, and for all campuses outside the Central Campus complex. This manual covers only the policies and procedures for Materials Management.

### **Materials Management:**

This area is responsible for the following functions:

1. Purchasing, which includes procurement, bidding, leasing, returns, and sole-source purchasing.
2. Receiving and shipping for the Central Campus and as designated by the Director of Business Services and the appropriate Dean for sites and campuses outside of Texas.
3. Inventory and property control.
4. Mail and distribution.