GENERAL STOCK

A. The purchasing department will maintain a standardized inventory of items commonly used in reasonable quantities by several departments or in large quantities by one or more departments, provided that the products in inventory will be consistent with the needs of the majority of users. Items of an exceptional nature desired by any unit may be carried in inventory if it will allow for more efficient operation of the purchasing function.

B. Requisitions specifying a particular brand will be reviewed to see if the product (or comparable product) is available through the general stock facility. In instances where a comparable product is available, the requisitioner will be contacted prior to filling the requirement.