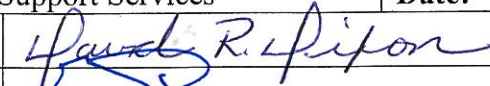



**Standard Operating Procedure (SOP)  
Purchase of Air Filters**

<b>SOP No.</b>	AS-0108	<b>Revision:</b>	0
<b>Department:</b>	Admin. Support Services	<b>Date:</b>	4/24/2014
<b>Dept. Head Approval:</b>			
<b>Director Approval:</b>			

**Purpose:** To control costs and improve the utilization of warehouse space all filters for air handling equipment will be purchased on an as needed basis. The use of highs and lows to trigger air handler and fan coil filter orders will be stopped.

Filter quantities available as stock will be kept to a minimum and this on-hand stock amount will be set for each filter at the Assistant Director level (minimum).

**Responsibility:** Main Warehouse Operations Manager, Maintenance Shop Operations Managers, Warehouse personnel as assigned.

**Procedure:** Maintenance Shop Operations Managers, upon receiving or placing a work order to change filters, will complete a "Material Requisition" (AKA "Need/By") to order the quantity of filters needed to complete the job and forward it to the warehouse for fulfillment. The warehouse will need a minimum 5 working day notice prior to the needed date for stock filters. Arrangements have been made with our filter vendor to ship in less than full case lots for all of their stock items.

Warehouse personnel, using approved buying processes (WVUBuy, P-Card, or Purchase Request), will place the order with the filter vendor. If less than full cases quantities are needed and the vendor participates in WVUBuy, the full case(s) portion of the order will be placed with WVUBuy and the partial case quantities will be placed using the P-Card or Purchase Request. When the order comes in, the usual receiving procedures will be followed and the requesting shop will be notified they have 2 working days to either pick up their order or have the delivery of filters scheduled.

The ordering department will be responsible for managing their order quantities so as to eliminate overages.