**Allocation of Responsibilities for FSS/PPS No. 05.03**

**the Materials Management and Logistics Issue No. 7**

**and Facilities Departments Effective Date: 02/02/2021**

**Next Review Date: 01/01/2025 (E4Y)**

**Co-Sr. Reviewers: Director, Materials Management and Logistics and Associate Vice President for Facilities**

1. **POLICY STATEMENT**

01.01 This policy establishes the allocation of responsibilities and special services for the Materials Management and Logistics (MM&L) and Facilities departments. Special services in this context primarily refer to furniture and equipment moves, departmental moves, event support, and freight delivery, as noted in Section 03.

**02. PROCEDURES FOR SUBMITTING WORK REQUESTS**

02.01 Departments seeking MM&L or Facilities department services should submit a work request including the department’s name, the account number to charge, and a description of services. Work requests to the Facilities department should be submitted via the [AiM work order system](https://aim.facilities.txstate.edu/fmax/login). Work requests to MM&L should be submitted no less than 10 days in advance using the corresponding [online service form](https://www.materialsmgt.txstate.edu/Departments/Moves-Events.html).

02.02 Charges will be determined by the type of services requested and whether the department is supported by state or local funds (as described in Section 04.).

02.03 The requesting department will be notified if the services can be provided, and if there are charges, an estimate of the service cost will be provided to the department.

02.04 When the services are completed, the department will be notified of the total charges, and interdepartmental transfers (e-IDT’s) will be processed by MM&L and the Facilities department to charge the appropriate account.

**03. RESPONSIBILITIES**

03.01 The following items have been designated as the responsibilities of MM&L:

a. minor moves, such as within departments or offices;

b. minor setups, such as department seminars and meetings;

c. minor functions, such as the president’s luncheons and meetings, functions on the 11th floor of JCK, and the Alkek Library;

d. major functions – any events requiring more than 70 tables or 700 chairs, such as graduation, LBJ Picnic, and convocation (the Facilities department will assist);

e. receiving and delivery of freight;

f. making out-of-town pickups and deliveries, if possible;

g. loading or unloading projects of exceptionally heavy material items – MM&L and the Facilities department will manage jointly; and

h. picking up surplus property.

03.02 The following items have been designated as the responsibilities of the Facilities department:

a. will assist MM&L with major functions, such as graduation and convocation;

b. will assist MM&L loading or unloading of exceptionally heavy items; and

c. will be responsible for services regarding utility, facility, custodial, maintenance, and grounds operations.

03.03 Major moves will need to be contracted (refer to [FSS/PPS No. 08.05, Moving Guidelines for the Relocation of Departments into New or Renovated Facilities](https://policies.txstate.edu/division-policies/finance-and-support-services/08-05.html) for more information) .

**04. SPECIAL SERVICES**

04.01 State regulations require that operating units, such as MM&L and the Facilities department, which are funded from state appropriations be reimbursed for services performed for activities not funded from this source.

04.02 Special services performed by MM&L and the Facilities department are available to all university departments. However, university activities funded from auxiliary accounts, restricted accounts, non-university organizations, and clubs and community events will be charged for special services, such as:

a. delivery and setup of equipment (e.g., tables, chairs, etc.) for seminars, meetings, workshops, etc.;

b. departmental moves, excluding moves made necessary by building renovations; and

c. relocation of furniture and equipment.

All departments, no matter the funding source, must use an appropriate Education and General (E&G) account to charge for setups of luncheons, picnics, reunions, fundraising, barbecues, and parties.

04.03 MM&L and the Facilities department will continue these special services at no charge to all state funded accounts, and as noted in Section 04.02 d., except when the services are required beyond regular working hours. A services account in the designated fund group is established for providing services to accounts not funded from state funds.

04.04 Charges for the services will be at the current base rate figured per person-hour, with a minimum charge of one person-hour. Base rates will be figured by the associate vice president of Facilities and the director, MM&L for their respective areas. These hourly rates will be posted on their respective websites.

04.05 Activities requiring the services of MM&L beyond regular working hours will be charged time and a half for after hours and weekends.

04.06 Departmental moves from buildings scheduled for renovation or moves into new or renovated buildings will be charged to the appropriate construction account (refer to [FSS/PPS No. 08.05, Moving Guidelines for the Relocation of Departments into New or Renovated Facilities](https://policies.txstate.edu/division-policies/finance-and-support-services/08-05.html) for more information).

**05. REVIEWERS OF THIS PPS**

05.01 Reviewers of this PPS include the following:

Position Date

Director, Materials Management January 1 E4Y  
and Logistics   
  
Associate Vice President for Facilities January 1 E4Y

**06. CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State Finance and Support Services policy and procedure from the date of this document until superseded.

Director, Materials Management and Logistics; co-senior reviewer of this PPS

Associate Vice President for Facilities; co-senior reviewer of this PPS

Associate Vice President for Financial Services

Vice President for Finance and Support Services