

UNIVERSITY OF PITTSBURGH POLICY 05-02-08

CATEGORY: FINANCIAL AFFAIRS
SECTION: Purchasing
SUBJECT: Maintenance Agreements and Service Requests
EFFECTIVE DATE: March 12, 2003 Revised
PAGE(S): 1

I. SCOPE

This policy establishes the responsibility of each department regarding maintenance of departmental equipment.

II. POLICY

As each department identifies a need for maintenance from an outside source, it is the responsibility of that department to:

- Forward a requisition to the appropriate purchasing unit requesting an agreement
- See that the service is performed periodically in accordance with the terms of the agreement

The Purchasing Department should be informed in writing in the event contracted service is not rendered or is not satisfactory.