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19.5-88

The Australian National University
The John Curtin School of Medical Research

Purchasing and Stores Committee

Annual Report for 1987

The Committee consisted of Dr Barlin (Convenor), Dr Ceredig (from August), Ms Coggan, Mr Hancock (ex officio), Mr Maguire, Dr Mullbacher (to August), Mr Post (ex officio), Mr Tupper, and Mr Webb (from August).

Three meetings were held during 1987. Items dealt with by the committee included the following.

1. Items of Stock

The Committee approved the deletion of 83 items of stock which had reached zero holdings and were little used within the School. It approved the addition of five items, and the substitution of the Australian manufactured BDH absolute ethanol in place of the imported Merck absolute ethanol (the latter had become very expensive following changes to customs regulations).

It was decided that Albumin Bovine Fraction V from Armour Laboratories would no longer be carried in stock but that individual users should arrange the purchase of their specific requirements from Sigma, possibly at a cheaper price.

After inspection, the Committee recommended the write off of 15 items of obsolete stock.

2. Airfreight

The attention of the Committee was drawn to the possibility of freight surcharges on flammable substances.

3. On-line Purchasing System

The Supply Manager advised that the On-line Purchasing System had been purged of catalogue inactive items, and that the system was now working satisfactorily.

4. Retirement of Mrs L. Swan

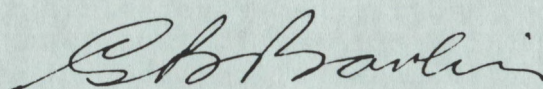
Mrs L. Swan retired from the Purchasing Section at the end of 1987. The Committee expressed its gratitude to Mrs Swan for 18 years of dedicated service and wished her well in retirement.

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The Committee also dealt with a number of minor items.

The Committee wishes to thank Dr Mullbacher, who retired recently from the Committee, for his contributions.

All members of the School are urged to contact the Convenor with any problems in respect of ordering, supply of stores, or other relevant services as they arise.



21.1.88

G.B. Barlin
Convenor
Purchasing and Stores Committee