



University of Connecticut  
Health Center

**MATERIALS MANAGEMENT**  
**MATERIALS MANAGEMENT - INVENTORY CONTROL**

**NOTICE OF DESIGNATED DEPARTMENTAL MATERIALS COORDINATOR – IC-8**

<b>Mail, Fax or PDF the entire package to:</b> MC 2010 Fax: 679-4240	<b>REFERENCE # DMC</b>
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**DPC REPORTING TO:**

<b>TITLE:</b>	<b>DEPARTMENT:</b>
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<b>BUILDING:</b>	<b>FLOOR:</b>	<b>ROOM #:</b>	<b>TELEPHONE:</b>	<b>FAX:</b>
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<b>MAIL CODE:</b>	<b>EMAIL:</b>
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**DEPARTMENTAL MATERIALS COORDINATOR ASSIGNED:**

<b>CONTACT:</b>	<b>TELEPHONE:</b>
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<b>TITLE:</b>	<b>FAX:</b>
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**DIVISION:**

<b>BUILDING:</b>	<b>FLOOR:</b>	<b>ROOM #:</b>	<b>MAIL CODE:</b>
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**GENERAL POLICY:**

Each Department Head will designate one individual as the Official Departmental Materials Coordinator (DMC) for their department. If the department has several divisions, it would be advisable to designate one DMC for each division. Designation of the individual will be communicated to Inventory Control via this form. Subsequent changes of the DMC will also be communicated via form IC-8. Duties of the designated Departmental Materials Coordinator will include, but will not be limited to: 1. Distribute information regarding Purchasing, Property and Materials Policies & Procedures, distribution and receiving issues, surplus bulletins and reports, inventory and insurance information and other pertinent information to the appropriate department personnel; 2. Assist Inventory Control personnel in conducting an annual physical inventory; 3. Maintain departmental inventory records; 4. Prompt processing of the appropriate forms communicating departmental inventory changes to Inventory Control; 5. Prompt processing of receiving information regarding items that have bypassed the Central Receiving department and have been directly delivered to the department (i.e. vendor deliveries)

See the Inventory Control Manual for More Information regarding Departmental Materials Coordinators.

<b>Signatures:</b>	<b>Date</b>	<b>Signatures:</b>	<b>Date</b>
_____	_____	_____	_____
1. DEPARTMENT HEAD		4. MM INVENTORY CONTROL	
_____	_____	_____	_____
2. HOSPITAL DIRECTOR (If Applies)		5. UNIVERSITY DIRECTOR OF MATERIALS MANAGEMENT	

**FURTHER INSTRUCTIONS**

1. Include a copy of any relevant documents.
2. Item(s) become Institutional property and will not be available for transfer outside UCHC.
3. If you need assistance completing this form, please call 679-1952.