

# New Faculty of Science and Engineering Gas Requisition Form and updated process for gas cylinder life cycle

Christopher Evans on behalf of FSE Finance

Tue 24/7/2018 1:02 PM

To: O365-Group-FSE Staff <fse.staff@mq.edu.au>;

## **To: All purchasers and users of gas cylinders, lab supervisors/managers and Department finance administrative staff**

The Faculty has been undertaking a review of its Gas Cylinder Ordering, Usage and Return Processes with the assistance of the University's Business Process Improvement (BPI) team and as part of that review has identified some steps in these processes where we believe improvements can be made.

(A) While all gas cylinder orders should continue to go through Joe Gatt in the Faculty Store, we have modified the Gas Requisition Form by adding an additional section which now requires the person ordering the cylinder to check the account number with a Department (or Faculty) finance administration staff member **before** taking the form to Joe in the Faculty store.

For this new account check step you have the option of either (i) taking them the hardcopy form to sign off on, or (ii) emailing them the account number and then once they have either signed off on the form or replied by email you can take either the (i) signed Gas Requisition form, or the (ii) unsigned Gas Requisition Form and email, to Joe Gatt in the Faculty Store which he will then process as normal.

(B) The instructions on the second page of the form have also been updated to include this new admin staff check step and expand on how we get charged for the gas cylinders and the correct return procedure so gas users please take the time to have a quick read through that page and make sure you are familiar with those expectations.

(C) We have also taken this opportunity to review and update the details BOC's Ship-to/Delivery addresses with the University's new street address naming convention and requested a few new Ship-to/Delivery addresses for the Faculty.

Looking forward, the Faculty is also looking into streamlining the process further through the use of an online workflow system that will allow us to do the requesting, approval, ordering and tracking of cylinders during their life until return to BOC Gases, but in the meantime please use this updated version of the Faculty's Gas Requisition Form.

Thank you,

---

