JABSOM STOCKROOM

The John A. Burns School of Medicine (JABSOM) has established a stockroom to provide departments the convenience of obtaining commonly used lab/research supplies at the Kaka'ako campus. The mission of the JABSOM Stockroom is to provide departments with an ample supply of lab, research and office supplies, coupled with the highest level of customer service, all in an effort to facilitate the overall research and academic goals of the University of Hawaii.

LOCATION/HOURS/CONTACT INFORMATION

University of Hawaii
John A. Burns School of Medicine
651 Ilalo Street
Biosciences Building Room 116
Honolulu, HI 96813

Hours of Operation: Tuesdays & Thursdays from 1:30 pm to 2:30 pm
Phone: (808) 692-1701

Contact: Marga Stubblefield; marga@hawaii.edu; 692-0882 or 692-1701 (during stockroom hrs)

PURCHASING INSTRUCTIONS

- Acceptable Order Documents
  - UH Interdepartmental Orders and RCUH Purchase Orders
  - Orders should be made out to:
    University of Hawaii
    JABSOM Stockroom
    651 Ilalo Street, BSB Rm. 116
    Honolulu, HI 96813

- Items required to be on IDO or RCUH PO
  - Month Covered (Note: Orders should be for one (1) month only.)
  - Names of Authorized Buyers - Important
  - Amount (total monthly amount)
  - Account(s): Let’s simplify and if you have two accounts, please process separate IDO or RCUH PO. It makes for easier bookkeeping 😊
  - IDO: an IDO number and a Pre-Encumbrance number
  - RCUH PO: a PO number

- Signatures of PI AND Fiscal Administrator

Routing:

- Choices: (1) have purchaser bring original IDO/RCUH PO to stockroom; (2) email to Marga Stubblefield at marga@hawaii.edu; (3) send by interoffice mail BUT make sure you allow enough time for it to arrive at my desk before someone from the lab comes down to shop and no more paper)
Purchasing:
Purchases may only be done with a current and valid UH IDO or RCUH PO with ALL AUTHORIZED BUYERS LISTED. Supplies are available on a first-come, first-serve basis.

Receipts:
Upon request, authorized buyers will be provided with an itemized sales receipt with every purchase. Copies of sales receipts will be provided to the requisitioner listed on the order document.

PAYMENT INSTRUCTIONS

1. UH Interdepartmental Orders (IDO)
   On a monthly basis, sales receipts will be tabulated by JABSOM Fiscal department. An Internal Billing (IB) document will be processed in KFS by the fiscal staff. No action will be required on the department’s part. Please check with your FA on the status of your IDO.

2. RCUH Purchase Orders
   Departments should utilize their sales receipts as invoices and process an online RCUH payment document. Payment documents and sales receipts should be routed to the department’s Fiscal Office for approval. Checks should be made payable to the University of Hawaii and remitted to the following address:

   University of Hawaii
   John A. Burns School of Medicine
   Office of Fiscal and Administrative Affairs
   Attn: Marga Stubblefield