

ROWAN UNIVERSITY CENTRAL STORE

The purpose of Rowan University Central Store Department is to provide efficient, centralized hub for purchasing, receiving, storing, warehousing, and distribution of common supplies—such as office materials, paper, and janitorial products—to academic, administrative and maintenance departments, enhancing campus efficiency and cost control. at the University. It optimizes operational costs, handles receiving and shipping, manages inventory, and ensures departments have immediate access to necessary materials. The Central store at Rowan University typically manages inventory (paper, office supplies, cleaning supplies and maintenance supplies).

Key functions of the university central stores include:

- **Centralized Purchasing & Inventory:** Maintaining a stocked inventory of commonly used items—such as office supplies, maintenance materials, and scientific gases—to provide departments with immediate access to essential goods
- **Inventory & Distribution:** Maintaining a large inventory of frequently used supplies and providing them with them to academic and administrative departments.
- **Cost Efficiency:** Reducing administrative hurdles and leveraging bulk purchasing to minimize procurement costs. Leveraging the university's collective buying power to secure better pricing through state contracts or bulk purchasing, which minimizes the total investment in stock.
- **Receiving & Logistics:** Acting as a central hub for receiving shipments, shipping items, and handling specialized stock.
- **Support & Maintenance:** Providing supplies for campus maintenance and operations, such as for the Electric shop, Plumbing shop, Res. Life, student Center and all other departments and offices that are not mentioned.