

Responsibilities for Supplies and Tenders Committee:

- Count and assess all devices and materials available in the laboratories and make the database for them.
- Coordinate with the representatives of the committees in the departments to foresee their needs of consumables, devices and other necessary materials
- Provide the orders of chemicals, glassware, devices, and other necessary materials required in the laboratory.
- Provide the list of estimated cost of chemicals, glassware, devices, and other materials to be used in the preparation of annual budget.
- Coordinate with the tenders unit at the University regarding the purchase of the necessary materials needed for the different departments.
- Coordinate with the maintenance unit in the University for maintaining the devices needed in the laboratories or other units of faculty in each semester.
- Coordinate with the committees of environment and safety to assure the safety measure in the laboratories.
- Provide a report that concerns all activities of the committee and write down the necessary recommendations.