

SOUTHEASTERN UNIVERSITY

GENERAL ADMINISTRATIVE POLICY

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TITLE: Furniture and Other Office Items Requests

POLICY NUMBER:

EFFECTIVE DATE: September 19, 2006

REVISION DATE: April 13, 2009

ACCREDITATION STANDARDS:

POLICY:

All requests for furniture (and related items) shall be directed to the Procurement Officer

PURPOSE:

To eliminate purchasing unapproved furniture and other items

SCOPE:

This policy affects all faculty and staff who have a request for furniture or other related items

DEFINITIONS:

FORMS AND APPLICABLE DOCUMENTS:

Email

PROCEDURES:

As we continue to move down the road to a more centralized procurement process, we are requesting your assistance and cooperation. In the area of furniture (including chairs, desks, bookshelves, partitions, and the like) we are asking that all such requests for new pieces to be sent the Procurement Officer. Please refrain from purchasing these on your own. By following this direction, we can assure several things:

- We can collectively leverage our purchasing power to a single source (saves money)
- We can take advantage of special state and cooperative contracts, in most cases (saves money)
- We can assure that the pieces purchased will fit the environments in which they are being placed and, in some cases, where they may someday be moved (saves additional spending later)
- We can make sure they will meet the intended function by utilizing our outside contact(s)' expertise (better functionality)
- In some cases, we may have access to existing items that can be used in your departments, thus saving your budgets for additional needs that may arise (utilizes current assets better)

The above items, although not all-encompassing, are significant and can help us as a University to better utilize God's resources.

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Lastly, as requests are made, the Procurement Officer would like to ask that the request be made via email and with as much specific description as you can. After the request is received, the Procurement Officer will meet with the pertinent requester and/or department head to define the need and advise the actions needed. Although the Procurement Officer strives to meet these needs quickly, please be as proactive as you can, so your need can be met in the time frame you desire. Please keep in mind that typical furniture requests take approximately 6 weeks to fulfill (after Requisition approval) since we order directly from the factory (more for custom items, less for “in-stock” items).

Thank you for your cooperation and attention to this matter.

APPROVAL:

John Kautz

David DuPaul

DISTRIBUTION: All Faculty and Staff

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