

Policy

Policy Title:	Modular Furniture Ordering				
Policy Number:	DHS-030-005	Version:	1.0	Effective Date:	02/15/2002

DHS Chief Administrative Officer

02/15/2002

Approved By: *(Authorized Signer Name)*

Date Approved

Overview

Purpose/Rationale:

Guidelines For Purchasing And Storing Office Furniture.

Policy

DHS will furnish its facilities as cost efficiently as possible while providing employees with a safe and productive work environment.

Facility coordinators will make all reasonable efforts to furnish facilities with previously purchased furniture.

All furniture orders will be cross referenced with DHS warehouse inventory stock before a purchase order is submitted through DHS Purchasing.

The Central Services Manager must approve all systems furniture orders before they are sent to DHS purchasing including orders for field offices because the Central Services Manager has the stock inventory which must be checked before new furniture is ordered.

The DHS Warehouse staff are responsible for maintaining warehouse stock levels and for general maintenance and upkeep of the warehouse. Minimum safety-stock or par-stock levels of Herman-Miller furniture will be kept.

The Central Services Manager and the DHS Facilities Administrator have overall responsibility for these processes.

Procedure(s) that apply:

None

Form(s) that apply:

None

Definition(s):

See [Common Terms](#) for department-wide support services policies

Reference(s):

None

Contact(s):

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Policy History:

- **Version 1.0:**

- 02/15/2002 Initial Release

Keywords:

(List keywords here that might be used by someone to search for this policy on the internet)

