

STORAGE OF OFFICE EQUIPMENT (REVISED 9/91)

3536

New office equipment should be shipped directly to the point-of-use by the vendor whenever possible. New equipment may not be warehoused for more than 30 days under any circumstances.

A department may store a maximum of five complements of office equipment at any facility they lease or own. A complement of office equipment consists of one desk, one chair, one work table, one credenza, one bookcase, one typewriter, and one calculator.

Departments may store a maximum of 100 complements of used office equipment at the Department of General Services, Material Services Warehouses. These complements may be stored at Material Services only if they are required for emergency needs involving public health, safety, or welfare and are not readily available from supplier inventories.

Departments must state in writing why they need to store used office equipment, how many complements will be stored, and how long it will be stored. This statement must be filed with the Materials Management Unit, Office of Procurement, Department of General Services. Exceptions to these guidelines must be approved by the Department of General Services, Deputy Director, Office of Procurement.