

CHICAGO STATE UNIVERSITY
Administration and Finance Policies and Procedures Manual

Subject: New Furniture Purchase Policy and Procedure

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Supersedes:	_____

Sec.7a. Surplus furniture: It is declared to be the public policy of this State, and the General Assembly determines, that it is in the best interest of the people of this State to expend the least amount of funds possible on the purchase of furniture. Agencies that desire to purchase new furniture shall first check with the administrator if any of the surplus furniture under the administrator's control can be used in place of new furniture. If an agency finds that it is unable to use the surplus property, the agency shall file an affidavit with the administrator prior to any purchase, specifying the types of new furniture to be bought, the quantities of each type of new furniture, the cost per type, and the total cost per category. The affidavit shall also clearly state why the furniture must be purchased new as opposed to obtained from the administrator's surplus. The affidavits shall be made available by the administrator for public inspection and copying. This Section applies only to the purchase of an item of furniture with a purchase price of \$500 or more.

When purchasing an item of furniture with a purchase price of \$500.00 or more all Fiscal Officers should first check internally for furniture by contacting Property Control at Ext. 2142. Upon doing so, they must follow the steps below before submitting the requisition to CSU BUY:

1. Identify the piece(s) of furniture that is needed for the area being furnished. Be sure to be as descriptive as possible. (Type(s) of furniture, quantity of furniture, cost and total cost.) *Please make sure the item is currently in stock from the vendor.
2. Contact Tom Whitehead of CMS via email Thomas.whitehead@illinois.gov or at 217-557-8620 to see if the furnishing needs can be met at our State Surplus facility in Springfield. *If the need can be met, the requisitioning department is responsible for financing the shipping and handling of that asset(s) to the University. The item will be received by Central Receiving, tagged by Property Control and will then become a part of CSU assets. * If the request is not available or unacceptable, confirm that in the form of an email from Mr. Whitehead to move forward with completing the affidavit.
3. The New Furniture Purchase Affidavit can be obtained from the CSU website at <http://www.csu.edu/financialaffairs/pdf/NewFurniturePurchaseForm092012.pdf>. Fill out the New Furniture Purchase Affidavit, sign it, and attach the email confirmation from the CMS representative stating the furniture request is not available or unacceptable. Fiscal Officers must have their signature notarized. The Fiscal Officer must fax the affidavit to Jeff Watson of CMS at 217- 524-8817. The original document will be filed with the Fiscal Officer. Mr. Watson will file the request with the state. The asset(s) being purchased cannot differ from what is on the affidavit once the affidavit is notarized.
4. Once the affidavit is notarized and faxed to CMS, create your requisition and upload on the *Internal Attachment side* the New Furniture Purchase Affidavit and email from the CMS representative to CSU BUY for purchasing of furniture.

If there are any questions regarding the process please contact the Property Control Office at Ext. 2142.

NEW FURNITURE PURCHASE FORM
(30 ILCS 605/7a; 44 Ill. Adm. Code 1.2043c1)

This form must be filed with CMS' Property Control Division prior to:

- (a) submitting a requisition requesting that CMS let a bid for new furniture;**
- (b) issuing a release order against a master or open-end contract;**
- (c) making a purchase under delegated authority, or**
- (d) making a purchase from Correctional Industries.**

The undersigned swears or affirms that:

1. the named agency has a need for the new furniture shown below, each item having an estimated new cost of at least \$500,
2. CMS' Surplus Property Division representative, _____ (name), was contacted on _____ (date) regarding the availability of surplus furniture to meet the needs of the agency,
3. the following new furniture will be purchased to meet the agency's needs because surplus property was either "not available" (check NA below), or was available but "unacceptable" (check "UA" below and explain).

DESCRIPTION OF NEW FURNITURE (one item or multiple same items per line)	QUANTITY *****	COST UNIT	TOTAL TOTAL
1.			
Reasons: NA () UA ()			
2.			
Reasons: NA () UA ()			
3.			
Reasons: NA () UA ()			
Use additional forms as necessary			

Agency Name _____
Agency Representative (print & sign)

Subscribed and Sworn to before me
this _____ day of _____

Notary Public
My commission expires _____

Title _____

Date _____