### Purpose and Scope

This procedure describes the method of financing office furniture and equipment for new positions.

For more information contact us

Controller’s Office
Financing office furniture and equipment for new positions is a departmental responsibility to be requested and justified in the regular budgetary process through the respective Vice President.

Budgeting of such equipment funds within the vice presidential area need not be consistent; it can be allocated to the individual department budget or held in a Dean, Director or Vice President pool account.

The property control agent is accountable for all assigned furniture and equipment to and from other areas.

The Purchasing Director and/or the Director of Auxiliary Services will advise the Procedures and Systems Analyst of all changes made to this procedure.
### Purpose and Scope

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### References

- Department of Administrative Services Property Control Manual
- Fiscal Agent Handbook: [K3: Procurement/Purchasing Function](#)
- Fiscal Agent Handbook: [H1: Property Change Notice](#)

*For more information contact us*  
Controller’s Office
**Purpose and Scope**

**Authority and Responsibility**

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### Definitions

**Property Control Agents:** Fiscal agents are the property control agents for their respective accounts unless otherwise designated in writing by the appropriate Vice President to the Property Control office.

*For more information contact us*

**Controller’s Office**
Procurement of Non-Standard Furniture and Equipment

Furniture and equipment should be ordered on a *Requisition* and will be subject to routine University procurement and delivery procedures. Departments will be able to take advantage of Illinois Public Higher Education Cooperative (IPHEC) equipment bids which offer a variety of furniture items at substantial savings over other sources. Purchasing will, upon request, make data available each year on equipment specifications and prices available through IEC bids.

*For more information contact us*

Controller’s Office
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### Surplus Equipment

1. Furniture and equipment declared surplus should be reported to Property Control. If the furniture and/or equipment is in usable condition and space is available, Property Control will arrange to have it moved to a storage location and removed from the departmental records. Departments having requirements for used furniture and/or equipment should make the requirement known to Property Control who will fill such requests from available surplus inventory on a first come, first served basis and add the items to the requesting department's inventory.

2. In the case of large volumes of surplus furniture and equipment such as that generated by a new or remodeled building project, Property Control and the releasing department will take an inventory of items to be declared surplus. A list of the items will be prepared and circulated to potentially interested areas, and requirements will be filled on a first come, first served basis. Property Control will transfer the accountability of the reassigned items to the requesting departments.
Questions

Questions should be directed to Property Control, D-006, extension 5132.