

CHICAGO STATE UNIVERSITY  
Administration and Finance Policies and Procedures Manual

Subject: New Furniture Purchase Policy and Procedure

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Supersedes: \_\_\_\_\_

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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 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 location.) \*Please make sure the item is currently in stock from the vendor.

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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"

1.			
Reasons: NA ( ) UA ( )			
2.			