

**ORANGE COUNTY SOCIAL SERVICES AGENCY
ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL**

Subject: Requisitions for Space, Furniture, Equipment, Telephone Services, and Facility Work Requests

Number: E 5

Approved:

Date: 07/02/07

I. PURPOSE

To establish agency guidelines for requisitioning furniture or facility-related items, equipment, telephone services, facility work requests, and equipment/furniture relocations.

II. POLICY

Social Services Agency (SSA) division program/administrative managers are responsible for initiating requisitions for furniture or facility-related purchases, facility work requests, and equipment/furniture moves, and requests for telephone services. SSA Facilities Services Unit is responsible for providing guidance and coordination in this process, and for reviewing and approving requisitions to handle projects that have complex logistical or technical connectivity between building, space, and operational elements.

The division program/administrative managers should identify anticipated needs during the Agency's internal budget process in order to include them in the budget. Budgeted items are subject to applicable internal/external approvals and procedures, as well as available funding.

III. PROCEDURE

A. Purchase Furniture or Facility-Related Items

1. To purchase furniture or facility-related items, the requester completes the (blue) Internal Requisition, F063-03-93 (R 03/00). Instructions for completing this form are included on the form. **Appropriate justification supporting the need and use of the item must be provided on all requests.**
2. After completing the requisition form, the requester makes one copy of the blue requisition for his/her records; sends the original and the remaining copies to the appropriate SSA Facilities Services Analyst, Bldg. 159B.
Note: Orders for routine office supplies are sent directly to SSA Purchasing Unit.
3. If appropriate and serviceable office furniture or equipment is available in SSA warehouse, new items will generally not be purchased. If requested items are not available in surplus, an approved request will be processed as a new furniture or equipment order.
4. To check on the status of an order, the requester shall contact the assigned SSA Facilities Services Analyst.

B. Requests For Telephone Services/Instruments

1. The requester fills out the Electronic Telecommunications Services Request (E-TSR) as appropriate and provides contact person, accounting information site locations, type of work or equipment needed, and justification of the request with a copy furnished to the designated Ssa Facilities Services Analyst.. The requester electronically sends the request to County Executive Office (CEO)/Telephone Services. **Exception:** At 888 N. Main Street, the SSA Facilities Services Analyst initiates and completes the E-TSR.

2. The SSA Facilities Services Analyst assigned to the requester's location evaluates the E-TSR, as requested electronically by CEO/Telephone Services. The SSA Facilities Services Analyst makes any changes necessary and sends the approved or denied E-TSR electronically back to CEO/Network Services.
 3. To follow up on the status of an E-TSR, the requester may contact the SSA Facilities Services Analyst assigned to the requester's location, or electronically check the status on the Orange County Intranet CEO/Telephone Services E-TSR site.
- C. Facility Work Requests (Structural Alterations)
1. The requester first ensures concurrence on initiation of project from his/her section's Division Director then discusses scope of work with the appropriate SSA Facilities Services Analyst prior to making any request. The requester completes an SSA Internal (Blue) Requisition including justification of the request; keeps the requester copy of the requisition on file, sends the original and copies of the requisition to the appropriate SSA Facilities Services Analyst, Bldg. 159B.
 2. For repairs at County-owned and selected leased facilities, the appropriate SSA Facilities Services Analyst reviews and completes the necessary Work Request forms, and processes it according to established County policies.
 3. To follow up on the status of a work request, the requester may contact the assigned SSA Facilities Services Analyst. Timelines for completion of projects will depend on the complexity of projects and the procurement process to be utilized.
- D. Equipment or Furniture Moves or Other Types of Requests
1. Equipment or furniture moves, services and rental contracts are also handled through the SSA internal requisition process. Due to various circumstances, staff should discuss the plan with assigned SSA Facilities Services Analyst prior to submitting a requisition. The SSA Facilities Services Analyst determines whether a move can be completed with in-house staff or professional moving services. The SSA Facilities Services Analyst makes appropriate arrangements after a decision is made. Employees are responsible for moving personal items they bring to the work area. The requester makes arrangements with SSA Information Technology Services staff to coordinate moving the PC terminals, EDP associated or related computer equipment, and peripherals. Employees should not move PC terminals or other associated/related computer equipment, and peripherals without prior authorization (see Administrative Policy and Procedure E7, Fixed Asset/Controlled Asset Equipment).
 2. With the exception of moving modular furniture items, staff does not have to discuss minor equipment or furniture relocations within the building with SSA Facilities Services Analyst prior to submitting the requisition; however, they should be specific in describing the necessary work in the requisitions, and they should include an on-site staff contact who will be available to provide information to the mover.
 3. Any Fixed or Controlled Assets, which are being moved, must be brought to the attention of the Building Location Control Officer who will initiate a Fixed Asset/Controlled Asset Move Notification Form F0912-03-85 (R07/00) pursuant to Administrative Policy and Procedure E7.
 4. To follow up on information for the move, the requester may contact the appropriate SSA Facilities Services Analyst.

IV. REFERENCES

Administrative Policy and Procedure E7, Fixed Asset/Controlled Asset Equipment.