ORANGE COUNTY SOCIAL SERVICES AGENCY

ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Subject: Requisitions for Space, Furniture, Equipment, Telephone Number: E 5

Services, and Facility Work Requests

Approved: Signature on file **Date:** 07/02/07

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.