

**PURCHASING OFFICE FURNITURE AND STATIONERY: STANDARD OPERATING PROCEDURE**

The arrangement of office furniture and stationery should be arranged prior to the new staff member’s day of commencement. The mentor should liaise with the department’s administrator or secretary to ensure that these arrangements are made.

It must firstly be confirmed if there is any additional unused department furniture or stationery for utilization prior to the ordering of new resources. If new furniture and stationery is required, the following must be carried out by the departmental administrator or secretary, and followed up by the Mentor:

• Confirmation must be obtained if the purchasing of new furniture was budgeted for. If the department had applied for a budget allocation they would have received a letter confirming the above. Approval is granted by Council during December of the year prior to the available budget i.e. December 2011 to confirm budget for 2012.

• If the budget was approved, the relevant departmental administrator or secretary can contact the Buying Office with the applicable GL account number (contact : Merril Prinsloo – m.prinsloo@ru.ac.za or extension 8136)

• The Buying Office will supply a catalogue of available furniture and supply quotations once the appropriate furniture is selected. Please allow for at least 6 weeks from the time the quote is accepted for the delivery of furniture.

• The Buying office will assist with the purchase of the following NEW items

- Desk

- Chairs

- All cabinets – filing or others for storage

- Computer, keyboard, mouse

- Printer

• The IT Division may also be contacted to enquire about the possibility of existing computer equipment being obtained and can be contacted at : support@ru.ac.za or extension 8288)

• A request should be directed to the IT Division for the installation of a network and telephone point if these are not already installed (contact : support@ru.ac.za). The office administrator or secretary may email this request to the IT Division and they will send a return email with an estimated price for installation. A further request from IT will be for an IDO (Inter Departmental Order) to approve the order/installation.

• The Furniture and Equipment Stores (contact: Anton Kivitts – a.kivitts@ru.ac.za or on extension 8567) can be contacted to get information on previously used furniture that is available.