

GUIDELINES FOR PURCHASE OF NON-COMPUTER EQUIPMENT

Funding

Each year the University Librarian, in consultation with Leadership Council, designates *centralized funds* for the purchasing of non-computer equipment, furniture and for building improvements. Purchase decisions using these centralized funds are made through the annual “TEBI” (Technology, Equipment and Building Improvements) purchase process. The TEBI process may be used to request purchases of:

- items over \$500;
- library-wide items under \$500.

Additionally, *departmental and divisional funds* may be used to purchase items.

- Items under \$500 may be purchased using departmental funds with prior approval of the supervisory department head, or using divisional funds with prior approval of the supervisory AUL.
- Items over \$500 which are consistent with the Libraries’ priorities may be purchased with departmental and divisional funds, with prior approval of the supervisory AUL.

Work center furniture for employees must be purchased in accordance with the [‘Guidelines for Purchasing Workcenter Furniture’](#). Divisional Funds cannot be used to purchase employee work centers.

Library employees should consult with their supervisory Department Heads and Assistant/Associate University Librarians in order to determine the appropriate funding source and process for their non-computing purchasing needs.

Ownership

All items purchased from library funds belong to the UCI Libraries, not to individual departments or employees. (Of course, the lifetime of a specific item may happen to occur in one department.)

Facilities Department Assistance, Review and Approval

When departmental or divisional funds are being used, the Facilities Department staff are available to assist – in an advisory capacity – with selecting furniture and in identifying appropriate vendors.

In addition, the Facilities Department shall formally review and approve all furniture requested for purchase from any funds, in order to:

- a. ensure compatibility with existing furniture;
- b. evaluate ergonomic implications;
- c. identify additional related needs and costs (such as electrical connectivity);
- d. anticipate the need to schedule installations.

ORDERING PROCESS

TEBI funds

For purchases approved through the TEBI process, KFS purchase requisitions are initiated by Facilities Department staff and Ad Hoc routed to the Director of Finance for approval of TEBI funds. The requisitions are then automatically routed to the Business Office Buyer who places the order. Items are distributed and installed as necessary by the Facilities Department once received.

Departmental and Divisional funds

When departmental or divisional funds are to be used, the KFS purchase requisitions are initiated by the requesting department or division, Ad Hoc routed to the department or division approver, and then Ad Hoc routed to the Facilities Department for approval. Once approved, the requisitions are automatically routed to the Business Office Buyer who places the order. University policy does not allow the use of PALCards to pay for furniture.

Once the materials have been ordered and received, if assistance from the Facilities Department is necessary, e.g. for an installation, a workticket is to be submitted.

Cancelled orders

Cancelled orders are managed by the Business Office, with the assistance of the department which placed the order when applicable.