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	<h2>Chapter 600: Office Supplies and Equipment</h2> <p>Part: Workplace Services, Equipment and Facilities</p>	Date 06/04/2012

600.0 PURPOSE

This chapter sets policy and procedures for the budgeting and ordering of Office Supplies and Equipment throughout Bonneville Power Administration (BPA).

600.1 DEFINITIONS

- A. Administrative Service Centers (ASCs)** are centrally located supply points in larger BPA facilities that may also provide a variety of other services, such as forms distribution, copier and facsimile services, and office supply recycling.
- B. Stock Office Supplies** include common items routinely used by a large number of employees to carry out basic office functions and are budgeted and approved by Workplace Services.
- C. Non-Stock Office Supplies** include specialty items used by a limited set of employees or workgroups and are budgeted and approved by the ordering office.

600.2 POLICY

The office supplies program procures office supplies and equipment (with the exception of IT equipment) to support business operations and provide the best value to the agency. The office supplies program office partners with internal customers to ensure supplies of 'stock' (supplies typically stocked in the administrative service centers), and 'non stock' (special order) items meet BPA's business needs and support sustainability goals while minimizing expenses.

600.3 RESPONSIBILITIES

- A. Workplace Services Operations and Planning** budgets and orders office supplies and office equipment, other than information technology-related equipment. They issue supplies and equipment to users and provide maintenance services for office equipment.
- B. Information Technology (IT) Program Management** manages the program for acquiring information technology-related equipment. Any equipment that contains computer hardware or software, is capable of interfacing with a computer, or is installed by a computer specialist, must be ordered through the IT workgroup.
- C. Information Technology (IT) Program Management** also manages the Leased Copier Program. These machines are generally operated on a self-service basis, although a contractor in an Administrative Services Center (ASC) or a key operator may be assigned to maintain supplies and perform minor servicing. If additional assistance is needed, the key operator may call the vendor for service. (See BPA Manual Chapter 1013, Printing and Reproduction: Procedures, section 1013.5, part B. Self-Service Copy Machines).

600.4 PROCEDURES

BPA has contracted with a commercial vendor to provide office supplies to BPA employees and contractors. The contracted supplies are described and pictured in a custom catalog provided by the commercial vendor. Employees wishing to order office supplies need to contact their administrative staff or Operations and Planning group for instructions regarding approvals and delivery locations.

- A. Stock Office Supplies** are available on a self-service basis in Administrative Service Centers (ASCs) located in the Headquarters, Two Park Place, Dittmer, Construction Services, Ross Warehouse, and

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Ampere buildings. Stock office supplies (such as pens, pencils, note pads, paper clips, etc.) are displayed and stored in the ASCs.

- B. Supplies not available in the ASC**, but pictured in the custom catalog, may be ordered by contacting your office supplies ordering agent. They can order these items through the vendor's online ordering system. The vendor will deliver orders to the ASCs or other designated locations. The vendor ships all orders within 24 hours of receipt of request.
- C. Non-Stock or Special Order Office Supplies** may be ordered from the vendor's commercial catalog. To order these items, contact your office supplies ordering agent. They can order these items through the vendor's online ordering system. Non-Stock orders placed by BPA contract employees must be approved by a designated BPA employee.
- D. Items such as custom** rubber stamps cannot be ordered from the contract vendor. They must be ordered from specialized vendors. To order these products, complete BPA form 4420.20e, [Miscellaneous Office Supply Request](#), and e-mail the form to Office Supplies – NWPP.
- E. Office Equipment valued less than \$500** (with the exception of items in section F) may be acquired through the office supply contract by contacting your office supplies ordering agent. They can order these items through the vendor's online ordering system.
- F. Requests for the items listed below** should be e-mailed to Office Supplies - NWPP by completing an [Office Equipment Request](#), BPA form 4420.22e.
 1. Non-Digital Camcorders (digital cameras and digital camcorders must be requested through Information Technology Program Management)
 2. Non-Digital Cameras (all others). (Note: Digital cameras must be requested through Information Technology Program Management)
 3. Stand-Alone Lettering/Labeling machines (not connected to a computer)
 4. Video Camera Players or Digital Camcorder Players.
- G. Maintenance and repair of Kardex and SpaceSaver equipment in the Portland-Vancouver area** is handled by Operations and Planning staff, who maintains various maintenance and repair agreements for office equipment.
 1. Each organization has authorized callers who can contact the vendor to arrange for service.
 2. When there is no authorized caller in an organization, Operations and Planning provides information on vendors who provide equipment service repairs.

600.5 REFERENCES

None.