

From: Margarita Verdejo
Sent: Wednesday, January 13, 2010 3:36 PM
To: #OSI NEW YORK STAFF
Cc: Elise van Oss; Fred Evans; Tracey Brickhouse; Daniel Dabady
Subject: New Office Supply Ordering Procedures
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Attachments: OfficeSuppliesGenItems.xls

1/13/10

Dear New York Staff,

Facilities Management has found that the amount of office supplies ordered by and for staff has doubled over the past few years, particularly those supplies that are routinely available in the mailroom. Numerous orders have also been placed before existing supplies have been depleted, many items stashed away and forgotten, and specialty items frequently purchased. In 2009 alone, FM and individual departments spent over \$200,000 on office supplies, much of this at unnecessary cost to your program and to OSI generally.

After careful consideration, we are reinstating some reasonable, past procedures to provide closer oversight of the supply ordering process and help ensure that items stocked in the mailroom are not double ordered by staff, achieve greater efficiency, economies of scale and standardization of orders, encourage recycling of supplies, save on storage space, and reduce costs significantly.

While some of you have already been informed of the new procedures, please carefully note the following changes:

1. Program/department heads are to limit the staff authorized to place on-line supply orders for your department to one person (or two if your program has more than 7 staff).
2. All office supply orders will be reviewed by the mailroom staff. If the requested items are stocked in the mailroom, the on-line order will be declined.
3. All office supply orders exceeding \$50 per total order must be approved in advance by your program director or his/her designee. It is your responsibility to communicate this to your superior, and mailroom staff will not proceed without the necessary approval.
4. Use discretion when placing orders. Many staff order without considering the actual look of items and then reject or toss them.
5. If you have an important meeting (e.g., board, senior management, budget reviews) which requires special items, the mailroom will not stop or delay your order but written approval from your superior is still necessary.
6. Do not order any IT supplies or office equipment on line. All IT supply orders must go through the electronic hardware request system. All equipment must be approved by your superior and Fred Evans/Margarita Verdejo. Equipment is considered as lamps, humidifiers, air purifiers, heaters, etc.
7. For any ergonomic issues or needs, please contact Fred Evans or Denise McCaffrey.

Attached is a list of office supplies available in the mailroom for your use. You are welcome to help yourself, but please take only what you need at the time. If your meeting requires one of these items in bulk, please let the mailroom know beforehand.

If you have any questions, please contact Fred Evans fevans@sorosny.org or Margarita Verdejo mverdejo@sorosny.org.

Thank you,
Facilities Management