

PASADENA UNIFIED SCHOOL DISTRICT PURCHASING SERVICES

Date: February 2, 2012

To: Principals/Office Managers

From: Christine Ward, Administrator Procurement & Contracts

RE: SURPLUS FURNITURE

THE FOLLOWING IS THE PROCESS WHEN SEEKING SURPLUS FURNITURE

1) The site principal must be aware and authorize any requests for furniture. Once you have the principal's authorization, submit a request to the Procurement Services Department via email: ward.christine@pusd.us.

Your request should include the following information:

- **Point of contact** – Name and phone number of requestor. (this should be the office manager).
- **Type of furniture** (be specific on student furniture with regards to size, e.g. if you need student chairs specify grade level or size 14", 16", 18", student desks specify single or double student).
- **Quantity of furniture needed.**
- **Where delivery is to be made** – Site name, building and room number, etc.

Requests will be filled if there is surplus of the items you are requesting. .

You will be contacted if your order cannot be filled.

Allow approximately 2-3 weeks for your request to be processed.

NOTE: The Warehouse DOES NOT handle surplus furniture requests. All requests must go to Procurement for processing.