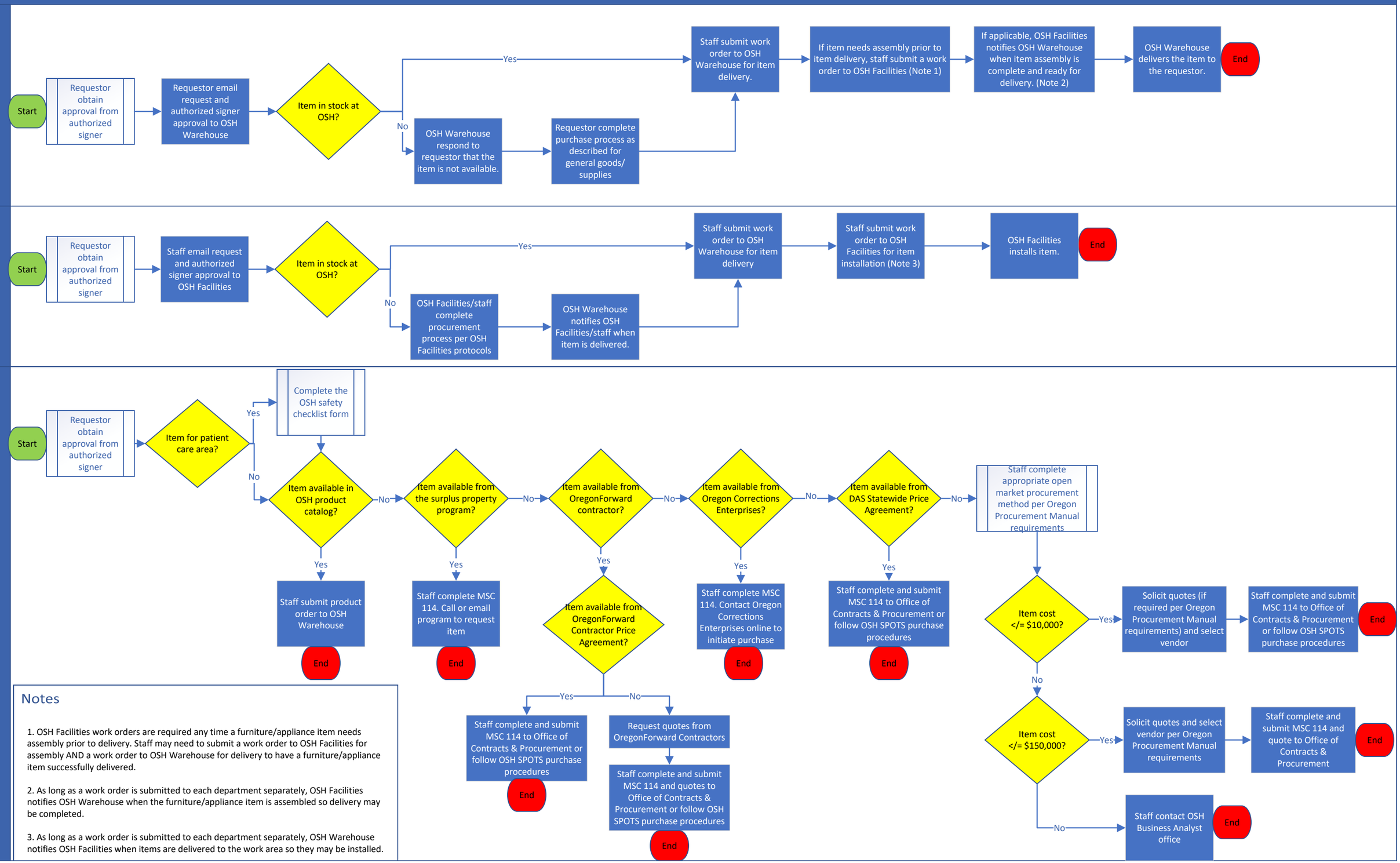
OSH Purchase Process: Supplies, Assets, and Equipment

OSH policy 4.018 – Attachment B
Updated 5/1/23



Notes

1. OSH Facilities work orders are required any time a furniture/appliance item needs assembly prior to delivery. Staff may need to submit a work order to OSH Facilities for assembly AND a work order to OSH Warehouse for delivery to have a furniture/appliance item successfully delivered.

2. As long as a work order is submitted to each department separately, OSH Facilities notifies OSH Warehouse when the furniture/appliance item is assembled so delivery may be completed.

3. As long as a work order is submitted to each department separately, OSH Warehouse notifies OSH Facilities when items are delivered to the work area so they may be installed.