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DEPARTMENT OF THE ARMY  
Little Rock District, Corps of Engineers  
P.O. Box 867  
Little Rock, Arkansas 72203

LRDOM 715-1-4

Office Memorandum  
No. 715-1-4

15 June 1983

## Procurement OFFICE FURNITURE AND EQUIPMENT

1. Purpose. The purpose of this directive is to establish a guide for procurement of, and to prescribe the procedure to be followed in requisitioning, office furniture and equipment for use in this District.
2. Applicability. This directive is applicable to all organizational elements of the Little Rock District.
3. Reference. ER 715-1-4.
4. Policy on procurement of typewriters. All new typewriters, except special-purpose machines (such as billing and statistical machines) will be purchased with standard elite type.
5. Administrative approval of requisition. Requisitions for purchases of office furniture and equipment must be approved by the chief or assistant chief of the division or office concerned. Prior to affixing his approval, the chief or assistant chief of the division or office will determine whether or not actual need exists for all items appearing on the requisition. Following this preliminary approval, such requisitions will be forwarded to the Chief, Office of Administrative Services, for final approval in the case of District Office furniture, "and Chief, Procurement and Supply Division, in the case of field office furniture, whose responsibility will be to investigate the need for purchase and to insure that only standard items are being requested." Items requested to satisfy personal preference in color or style will be limited to those items shown in GSA Office Excellence catalog or Federal Supply Schedules. Special items requested to satisfy personal preference in color or style will not be given favorable consideration. Field offices and organizational units of the District Office shall be guided by the criteria outlined in the above-referenced directive in the submission of requisition for office furniture and equipment. Requisitions submitted for such items without proper justification and/or documentation will be returned to the requisitioner without action.

FOR THE COMMANDER:

  
RAY E. MASSEY  
Major, Corps of Engineers  
Deputy Commander

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This office memorandum supersedes LRDR 715-1-4 dated 1 July 1976.