

OPERATING POLICIES / PROCEDURES

DEPARTMENT: Research Support Services

POLICY NUMBER: RIA-1000

REPLACES: RO-002

EFFECTIVE DATE: April 1, 2006

REVISION DATE: January 4, 2008

POLICY TITLE: General Office Supplies Supporting Sponsored Research Projects, Research Division

POLICY: Research Division seeks to support Sponsored Research Activity through the provision of General Office Supplies. General Office Supplies will be provided by Research Support Services and are available at Met Park West and Building 1. Supplies will be ordered and maintained by designated Research Support Services staff. Supply needs outside of the standardized list must be procured and maintained by individual Sponsored Research Activities or Center Discretionary Funds.

DEFINITIONS:

Sponsored Research Activity means all research and development activities of an institution that are separately budgeted and accounted for and that are sponsored by Federal and non-Federal agencies and organizations.

General Office Supplies are supplies listed in 02.2 below and are items that are incurred for common or joint objectives and, therefore, cannot be identified readily and specifically with a particular Sponsored Research Activity, and instructional activity, or any other institutional activity.

Premiere Location is a supply location where all the items listed below are included. Typically one per building and located close to the staff monitoring and stocking supplies, this location will include items on the approved list (as noted below) that are used, but infrequently enough to not include in the general central location supply areas.

PROCEDURE:

02.1 General Office Supplies will be provided at the following central locations:

- 02.1.1 Met Park West 5th Floor Reception Supply Area (Premiere Location)
- 02.1.2 Met Park West Room 508
- 02.1.3 Met Park West 8^h Floor Mail Area Supply Cabinet
- 02.1.4 Met Park West Room 849
- 02.1.5 Building 1 Kitchenette Areas on each floor
- 02.1.6 Building 1 Mailbox area on each floor
- 02.1.7 Building 1 Central supply in Building Receiving Area (Premiere Location)

02.2 Primary contacts for the general office supply locations are as follows:

- 02.2.1 MPW: MPW Reception, metparkwest.receptiondesk@seattlechildrens.org
- 02.2.2 Building 1: Lead Materials Specialist, william.stevenson@seattlechildrens.org

02.3 The following supplies will be provided. Large and/or infrequently used items will be stored at Premiere Locations only. For a detailed list of items and their locations contact the Operations Manager or Receiving.

02.3.1 **Batteries:** AA and AAA

Binders, 3-ring basic sizes (Avery – Economy Round Ring View Binders – White, 11" x 8-1/2", 1" through 3")

Clips & Fasteners: basic metal paperclips, binder clips

Correction tape: basic, hand held

Envelopes: Children's letterhead envelopes, 4" x 9", 10" x 13"; padded envelopes, large and small

FedEx Mailing: Boxes, envelopes, air bill envelopes

Filing Folders: Letter sized hanging and interior folders in red, yellow, green, blue and purple, dark green exterior with manila interior

Highlighters: Yellow and green, thick tipped

Markers: Dry Erase wide tipped (black, blue, red); Sharpie black, fine and thick tipped, red thick tipped

Notebook dividers: 5 and 8 tab, basic white

Notepads: Basic 8.5" x 11" and 6" x 9"

Paper: 8.5" x 11", 8.5" x 14", and 11" x 17" copy paper, white; 8.5" x 11" colored copy paper (blue, orchid, yellow, pink); Children's logo letterhead (generic)

Pencils: #2 pencils

Pens: Basic blue, black and red ballpoint

Post-its: Yellow, various standard sizes; plain, "Sign Here" Post-it flags

Pushpins: Basic plastic, clear

Rubber bands: Various sizes, brown

Staples: replacement staples, staple removers

Tape: Scotch tape and clear packing tape

Tissues

- 02.4 General Office Supplies will be inventoried regularly and replenished as necessary. This task will be performed by designated Research Support Services staff.
- 02.5 Designated Research Support Services staff should be notified immediately should supplies deplete between inventories. Upon notification, designated Research Support Services staff will replenish supply locations within two business days. Research staff are welcome to visit the Premier supply location as needed.
- 02.6 Designated Research Support Services staff should be notified in advance if anticipated large scale demand will exceed standard inventories.
- 02.7 The following supplies shall be provided and stored by specific Sponsored Research Activities or Center Discretionary Funds:
 - 02.7.1 Items not included on the aforementioned list of common supplies
 - 02.7.2 Items included in the aforementioned list in significant quantities intended to deliver specific project deliverables or can otherwise be identified readily and specifically with a particular Sponsored Research Activity.
- 02.8 Questions concerning this policy or requests for additions to standard supply list shall be submitted to the Operations Manager for consideration.

Submitting Office: Research Support Services

Approved by:


Erik Lausund
VP, Research Operations & Logistics


Date