

## How to Request \*Furniture (New or Used)

1. Site Coordinator emails to Behavioral Health (BH) Facility Manager the Purchase Request (PR). To submit Request, use the blank PR by clicking the following link:  
[Purchase Request](#)
  - To see which rows to fill in, click on the following link:  
[How to Fill-In Purchase Request](#)
2. Purchase Request must include the following information:
  - description of Furniture requested
    - Send a photo of an existing furniture, if applicable
  - number of drawers or shelves (if applicable)
  - measurement(s) of Furniture/item being requested (if applicable)
  - color preference
  - specific location (address, bldg. #, office #)
  - justification: business need – why & and for what will Furniture be used
  - IF adding new station to double up staff: provide number of hours each staff is at desk & type of work each staff performs  
(\*Furniture =refers to standard office setup that consists of desk, task chair, guest chair, file cabinet, bookcase, table that is dependent on size of office space)
  - Requestor, Supervisor and/or BH Site Manager signatures
  - BH Deputy Director signature
  - If BH Admin request, Purchase Request must have Finance Manager & Health Dept Facility Manager signatures
3. Site Coordinator email to Behavioral Health (BH) Facility Manager the following information along with approved Purchase Request:
  - measurement(s) of space where Furniture will be placed (if applicable)
    - i. To request a site space assessment, contact BH Facility Manager
4. Other – Site Coordinator to:
  - Under the direction of approving Manager submit a “FootPrint” to Health-IT for new computer &/or telephone(s), if applicable
  - When furniture is received update INVENTORY. To update Inventory, click on the following link: [INVENTORY](#)
5. BH Facility Manager and Finance Manager will screen Request, if approved, a Quote will be requested.
6. Upon receipt of Quote by BH Facility Manager, the pre-approved Purchase Request & Quote are emailed/submitted to the [415-BHPurchaseRequest@co.monterey.ca.us](mailto:415-BHPurchaseRequest@co.monterey.ca.us) for final approval and processing.