Supply Requirement Checklist

This is an unofficial checklist for SSD Chiefs to request Supplies. Refers to slides 20-25.

# Things to consider

[ ]  The description is clear and easy to understand

[ ]  The description specific characteristics and not subjective desires

[ ]  The description does not contain over specific characteristics

[ ]  The description is not overly restrictive

[ ]  The description contains a specific list of any needed accessories

[ ]  Manufacturers packages are clearly broken out by item contents

# Example:

Ergonomic office chair with adjustable arms, adjustable lumbar support, adjustable seat height and adjustable seat tilt, gray or black, mesh back, Herman Miller Aeron Series or equal.