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.