

INSTRUCTIONS FOR FURNITURE AFFIDAVIT FORM

Pursuant to the State Property Control Act (Public Act 88-515; 30 ILCS 605/7a; 44 Ill. Adm. Code 1.2043cl), the General Assembly has determined that prior to the purchase of new furniture, departments should first check with the State of Illinois Surplus Property Warehouse to see if any surplus furniture can be utilized. This is only required if the individual item(s) or combined unit(s) value exceeds \$500 or more. Contact Springfield Surplus Property at (217) 782-7786 for compliance.

The Furniture Affidavit is required (but, not limited to) for the purchase of the following:

- Bookcases
 - Cabinets (to include: Filing, Storage, Tool)
 - Chairs (to include: Classroom, Folding, Office, lounge)
 - Chalkboards (Portable)
 - Classroom Seating (moveable)
 - Coat Racks
 - Credenzas
 - Desks (Classroom, Computer, Office)
 - Dormitory Furniture (to include: Beds, Dressers, Nightstands, Chests, Couches, Lounge Chairs)
 - Laboratory Furniture (to include: portable storage units, tables, cabinets)
 - Lamps
 - Lecturns
 - Lockers & Locker Room Benches (classroom use)
 - Lounge Seating
 - Mail Sorting Units
 - Modular Furniture and furniture Systems to include work surfaces
 - Office Seating
 - Partitions
 - Shelving (to include: Free Standing, Portable)
 - Stools
 - Tables (to include: classroom, coffee, computer, Conference, end, folding)
 - Valets
 - Workbenches
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If purchase is to be made via the Procurement Card:

The completed Furniture Affidavit must be forwarded to the State Surplus Property Warehouse at the following address:

Department of Central Management Services
Property Control Division
1924 S 10½ Street
Springfield IL 62703-3213

Phone #: (217) 782-7786

- or -

Fax #: (217) 524-8817 (Fax copies are acceptable)

If purchase is to be made via a Purchase Requisition:

The original completed, signed & notarized affidavit must be submitted to Purchasing with a requisition. Purchasing will file the affidavit with Central Management Services Property control Division where it will be made available for public inspection. The furniture order will then be processed.

NEW FURNITURE PURCHASE FORM*
(30 ILCS 605/7a; 44 Ill. Adm. Code 1.2043cl)

This form must be filed with CMS' Property Control Division prior to:

- (1) submitting a requisition requesting that CMS let a bid for new furniture;**
- (2) issuing a release order against a master or open-end contract;**
- (3) making a purchase under delegated authority, or**
- (4) making a purchase from Correctional Industries.**

The undersigned swears or affirms that:

1. the named agency has a need for the new furniture shown below, each item having an estimated new cost of at least \$500,
2. CMS' Surplus Property Division representative, _____(name), was contacted on _____(date) regarding the availability of surplus furniture to meet the needs of the agency,
3. the following new furniture will be purchased to meet the agency's needs because of surplus property was either "not available" (check NA below), or was available but "unacceptable" (check "UA" below and explain).

DESCRIPTION OF NEW FURNITURE (one item or multiple same items per line)	QUANTITY	COST	
		UNIT	TOTAL
1)			
Reasons: NA () UA ()			
2)			
Reasons: NA () UA ()			
3)			
Reasons: NA () UA ()			
Use additional forms as necessary			

Agency Name_____

Agency Representative (print & sign)

Title_____

Date_____

Subscribed and Sworn to me before
this_____day of_____

Notary Public

My commission expires_____

*Please submit the affidavits to: Department of Central Management Services
Property Control Division
1924 South 10 1/2 Street
Springfield, IL 62703-3213
Ph. 217-782-7786 Fax 217-524-8817