FURNITURE, OFFICE SUPPLES & PUBLIC AUCTION

*Business Operations developed strategic Bold Steps on February 27, 2017. This handout highlights the Spend Analysis program on major categories.*

**Office Supplies**

From our study, we identified that SF State’s office supplies aggregate spend is *comparable* to that of other CSU campuses with similar employee size at *$1 million* per year. We have saved *$147,716* over last four years leveraging master contract vendors. Also, we have determined our lost opportunity cost for Fiscal Year 2014/15 to be approximately *$27,229*.

We can maximize our saving opportunities by utilizing Campus MarketPlace discounts and *create* incentive by returning rebates to the college or department level.

**Furniture**

14.6% of SF State injuries happen at the desk costing *$984,834* (incurred) over the last five fiscal years and 1,214 lost work days. Our goal is to *prioritize an ergonomically healthy work environment* by reducing injuries with ergonomic evaluations and furniture, using what we already owned, and educating staff and facilities to use our preferred vendors.

Our implementation strategies are to:

- Foster a culture of strategic, realistic, and healthy furniture purchases
- **Incorporate** this sustainable model into Human Resources on-boarding procedures

**Public Auction**

- Create a **Digital Swap Shop** using Public Surplus Auction site (with no additional expenses)
- Establish a **sustainable platform** that enables faculty and staff to exchange surplus items
- Develop a **Practice Directive and Procedure** supporting the implementation of this process

**Next steps:**

1. Present to Process Improvement Advisory Team, Sustainability Committee, and Human Resources
2. Target Implementation Date: *Summer 2017*

Date updated: July 3, 2017.