

# BPA Policy 440-94

## Office Supplies and Equipment

### Table of Contents

1. Purpose & Background .....	2
2. Policy Owner .....	2
3. Applicability .....	2
4. Terms & Definitions .....	2
5. Policy .....	2
6. Policy Exceptions .....	3
7. Responsibilities.....	3
8. Standards & Procedures .....	4
9. Performance & Monitoring .....	4
10. Authorities & References.....	4
11. Review .....	4
12. Revision History .....	4



## 1. Purpose & Background

Bonneville Power Administration (BPA) provides office supplies and equipment to assist employees in accomplishing their work. BPA aims to provide the right supplies and equipment to meet varying needs while maintaining cost effective purchasing practices.

This policy provides guidance and requirements for the acquisition and stocking of office supplies and equipment and employees access to those supplies consistent with federal government regulations, BPA’s safety requirements, and union-negotiated agreements.

## 2. Policy Owner

The Chief Administrative Officer (CAO) owns this policy. The Director of Facilities has overall responsibility for its implementation and may approve associated procedures.

## 3. Applicability

This policy applies to all BPA work sites, including field sites.

## 4. Terms & Definitions

- A. **Administrative Service Centers (ASCs):** are centrally located supply areas within larger BPA facilities that may also provide a variety of other services, such as forms distribution, copier and facsimile services, and office supply recycling.
- B. **Stock Office Supplies:** refers to common items routinely used by a large number of employees to carry out basic office functions and are budgeted and approved by Workplace Services.
- C. **Non-Stock Office Supplies:** refers to specialty items used by a limited set of employees or workgroups and are budgeted and approved by the ordering office.

## 5. Policy

The office supplies program procures office supplies and equipment (with the exception of IT equipment) to support business operations, help ensure the best value to BPA and to support cost-efficiency for BPA. The office supplies program partners with internal customers to ensure supplies meet BPA’s business needs while minimizing expenses. The program also monitors usage patterns to report on consumption trends.

Employees’ use of BPA-purchased office supplies are for official business-use only and should only be used to perform official duties. The consumption of office supplies for any other use is considered a misuse of government property.

## 6. Policy Exceptions

<b>Organization</b> Workplace Services	<b>Title</b> Office Supplies and Equipment	<b>Unique ID</b> 440-94		
<b>Author</b> Sarah F. Moore	<b>Approved by</b> CAO	<b>Date</b> 02/14/2025	<b>Version</b> 2.0	Page 2

The Reasonable Accommodation office may require an accommodation to meet individual employee needs.

## 7. Responsibilities

### A. Workplace Services Facilities Business Operations & Services

1. Budgets for and orders office supplies and office equipment (other than information technology-related equipment).
2. Oversees the office supplies contract vendor for the stocking of Services Centers or for shipping directly to employees who are in a maximum-telework or remote-work status.

### B. Departmental Administrative Assistants

1. Coordinate the purchasing of supplies for their individual workgroups in compliance with this policy through the links provided on the [Office Supplies web page](#).
2. Inform new employees of the location of the Service Centers.

### C. Information Technology (IT) Program Management

1. Manages the program for acquiring information technology-related equipment.
2. Manages any equipment that contains computer hardware or software, is capable of interfacing with a computer, or is installed by a computer specialist.
3. Manages the Leased Copier program either directly or by assigning a key operator to maintain supplies, perform minor servicing or call the vendor for service if needed.

## 8. Standards & Procedures

BPA contracts with a commercial vendor to provide office supplies to BPA employees and contractors to be in compliance with this policy. Employees should acquire or order office supplies through one of the following mechanisms:

- A. Stock office supplies as available on a self-service basis in one of the Administrative Services Centers (ASCs) located in the Headquarters, Dittmer, Construction Services, Ross Warehouse or Van Mall.
- B. Employees may contact their administrative staff or the Office Supplies program for instructions to order supplies in the workplace that are not available in one of the service centers.
- C. Employees who are remote workers or in maximum telework status may order limited office supplies to be shipped to their home office by contacting the [Office Supplies program](#).

## 9. Performance & Monitoring

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<b>Author</b> Sarah F. Moore	<b>Approved by</b> CAO	<b>Date</b> 02/14/2025	<b>Version</b> 2.0	Page 3

- A. BPA’s Office Supply program tracks consumption of supplies and paper for the Portland, Vancouver, and Seattle offices for cost management reporting.

**10. Authorities & References**

- A. [BPA Code of Conduct](#)
- B. [BPA Micro-Purchase Program](#)
- C. [Office of Government Ethics](#)

**11. Review**

This policy will be reviewed at least every 3 years by the Director of Facilities for appropriate content, accuracy and completeness.

**12. Revision History**

Version Number	Issue Date	Brief Description of Change or Review
1.0	10/20/22	Re-written to conform to new BPA policy content requirements
2.0	2/14/25	Revisions to comply with new EOs.

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