

Implementing rules for furniture assets management of International Campus, ZJU

To standardize furniture assets management of International Campus, ZJU (hereinafter referred as IC), considering the objective situation in IC, implementing regulations are formulated in accordance with relevant provisions in *Implementing rules for furniture assets management of Zhejiang University*.

I. The rules apply to furniture assets management in IC, including purchase, usage, allocation, maintenance, disposal and so on.

II. Office of Campus Development and Management, the functional office of campus furniture assets management, is responsible for guiding and coordinating the overall work of furniture management in IC. The furniture administrator for each institute, Residential College, Library and Information Center and campus administration is set for furniture purchase plan development and demonstration, fixed assets establishment and approval, furniture use and maintenance, furniture allocation and disposal application, etc.

III. Project demonstration is necessary before furniture procurement, which shall be handled as follows:

1) For projects within 100,000 RMB, demonstration and enquiry can be done by purchasing unit to ensure the quality and price of furniture is reasonable.

2) For projects from 100,000 RMB to 500,000 RMB, procurement plans and budgets should be collected from at least two suppliers. For projects over 500,000 RMB, procurement plans and budgets should be collected from at least three suppliers. Campus centralized purchase process will be executed after the feasibility demonstration has been carried out by funding authority. The purchasing unit should be strict with acceptance to ensure the quality of the furniture.

IV. After furniture supply and installation, the acceptance testing of centralized purchasing furniture will be organized by department of General Affairs while that of decentralized purchasing furniture will be done by purchasing unit.

V. After the acceptance testing procedure, furniture assets account should be set up by the purchasing agent in Furniture Management System of Zhejiang University, reviewed and approved by relevant furniture administrator, and audited finally by CDM. After the final audit, the purchasing agent should print the furniture bill to start payment process, get asset tags of stored furniture from CDM after the payment and paste them.

VI. Furniture administrator of each unit is responsible for daily management of furniture and furniture accounts. Regular check of assets data is required to ensure the accounts correct. Key responsibilities include

management of furniture use and maintenance, furniture allocation and disposal application, etc.

VII. Usage requirements satisfactory and resource activation is the key principles of furniture management in IC. Specific furniture including laboratory furniture, teaching furniture, apartment furniture couldn't be reallocated in principle. Each unit should take full advantage of original furniture when relocated integrally.

VIII. Furniture allocation in IC is classified into internal allocation within the unit and interunit allocation, which shall be handled as follows:

1) Internal allocation within the unit: the allocation application shall be submitted by the furniture administrator of the allocation unit in Furniture Management System of Zhejiang University and approved by relevant director. The owner information and location should be updated after the approval to complete the allocation process.

2) Interunit allocation: application shall be submitted by furniture administrator of the original unit in Furniture Management System of Zhejiang University, approved by relevant director of the original unit, checked by the furniture administrator of demand unit with owner information and location updated, approved by relevant director of the demand unit, and finally audited by CDM to complete the allocation process.

IX. Service life of furniture is not less than 15 years. Underage furniture that is irreparable or no worth repairing can be applied for disposal. Furniture that is still workable beyond service life should continue to be used. When applying for furniture disposal, disposal application should be submitted by agent in Furniture Management System of Zhejiang University and confirmed by relevant administration.

Furniture procurement and assets registration process

Furniture purchase plan and budget should be basically confirmed by purchasing demand. According to the budget, detail procurement plan should be made and demonstrated in accordance with these implementing rules.



Procurement should be carried out according to *Procurement regulations of International Campus, ZJU*.



After furniture supply and installation, the acceptance testing of centralized purchasing furniture will be organized by department of General Affairs while that of decentralized purchasing furniture will be done by purchasing unit. Rectification by the opinion of experts is necessary in case of any problems during checking, if not, acceptance is completed.



After the acceptance testing procedure, furniture assets account should be set up by the purchasing agent in Furniture Management System of Zhejiang University. Payment process can be started after approval. Relevant materials and invoice are necessary.



The purchasing agent should get asset tags of furniture from CDM and paste them after payment.

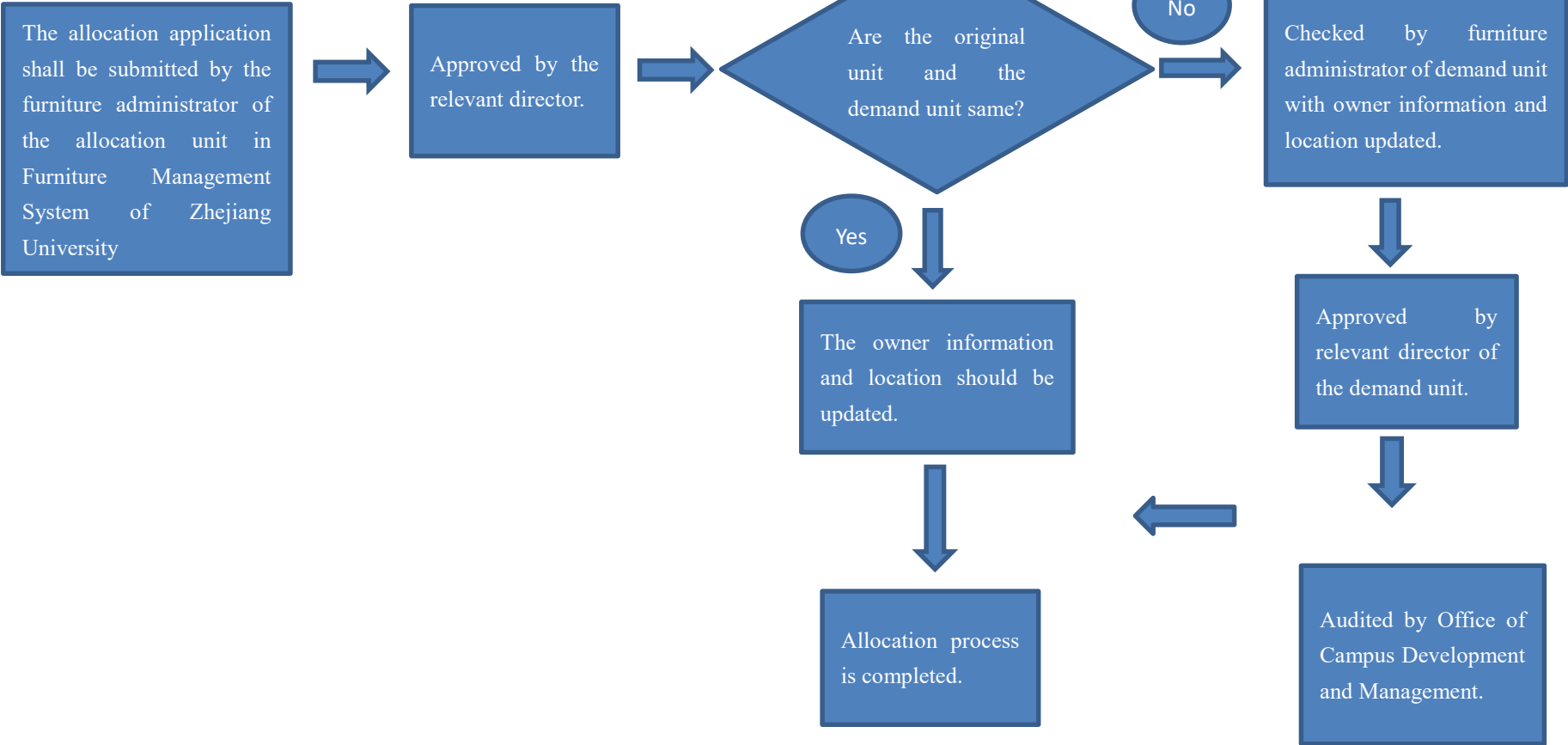


Relevant materials should be filed.



According to contract, quality guarantee deposit needs to be returned to the supplier when contract expires.

Furniture allocation process in International Campus



Furniture disposal process in International Campus

