

## How can I get help with the purchase of ergonomic equipment?

Funding assistance is available for approved purchases of ergonomic equipment recommended for state staff and faculty. The recommendations are based on the results of a formal ergonomic evaluation completed by an Ergonomic Specialist within the Department of Human Resources. Match funding of 50% is provided for the purchase of approved equipment after the department pays an initial deductible of \$200.00. Once the deductible is met, all future purchases made for the individual in that particular department will receive the full 50% match funding. The maximum funding assistance available for chair purchases shall be dependent on the cost of a standard chair that meets all minimum specifications as determined by the Department of Human Resources and Procurement. **The steps listed below are required to obtain match funding:**

### **Step one: Workstation evaluation**

Contact Tracey Garza via [e-mail](mailto:traceyg@csufresno.edu) (traceyg@csufresno.edu), with the Department of Human Resources to arrange for an appointment. She will complete the evaluation and forward the report to the employee's department supervisor or manager with a copy of the report to the employee. The report will include any equipment purchase recommendations.

### **Step two: Complete and submit a purchase requisition (one per vendor)**

Include the following information/verbiage in the body of the requisition:

- **Cost split between:**  
(Your department name) / (Your department's PeopleSoft Chart Field Number) listed on the first line  
Cost: The Ergonomic Specialist will fill in the amount to be paid by the department.  
  
Human Resources/ (Ergo Fund PeopleSoft Chart Field Number to be added later along with the cost to be paid by the Ergonomics Fund)
- All requisitions must be:
  - Signed by the appropriate parties
  - Accompanied by a copy of the workstation evaluation, and other appropriate documentation as needed.
  - Submitted to Tracey Garza for approval at M/S JA 41 (Tracey will forward approved requisitions to Procurement for further processing.)