

FACILITIES & PLANNING SERVICES (F&PS)

Furniture Procurement Procedure

Effective Date: 04/24/2018

Revision Date: 02/22/2019



Purpose: To provide a system for furniture selection, and procurement, that will assure consistent standards, quality, and competitive pricing for the University.

Procedure:

- **No Furniture purchases should be made outside of this procedure.**
- F&PS has been designated by the University to be the purchasing agent for **all University furniture needs**. This is to assure the standards of the University are met consistently, to provide for quality, and to provide ergonomically sound furniture. F&PS will handle all purchasing to minimize confusion in the ordering process.
- All requests for furniture orders must be sent by e-mail to F&PS **at least 4 months prior** to the date the furniture is required. Single piece items (i.e. chair or bookshelf) can be ordered and received within 6 - 8 weeks – depending on item ordered. This will allow for ordering, approval and shipment. Exceptions must be approved by Director of Facilities & Planning Services or Area Vice President.
- F&PS has a list of approved vendors for furniture selection and purchase.
- To request furniture, please complete, obtain the appropriate approvals and submit the **Furniture Request Form**, found on the Facilities page of InsideCBU. The completed form must be sent to the Project Coordinator – Interiors & Furnishings (Jamie Altheide: jaltheide@calbaptist.edu) in F&PS (please cc: Assistant Director – Business Administration in F&PS, Brenda Flores, bflores@calbaptist.edu).
- The Project Coordinator will first check CBU existing furniture stock for items that may satisfy the request. If nothing is available, the requestor will then be contacted regarding furniture selection needs, cost center and delivery date requirements.
- Once the selections are made, they will be sent to the appropriate vendor for a quote. The selection and final quote will then be sent to the Director/Area Vice President for approval. A purchase order will then be issued and the order placed. F&PS will perform all necessary follow up to ensure timely delivery.
- The requestor will be updated as to the progress of the order up to the time of delivery. All invoice procedures will be handled through F&PS to accounts payable.
- Any problems/questions regarding furniture orders should be directed to the Project Coordinator at F&PS.
- This policy is to be followed for **every furniture order** to assure timely, accurate and dependable delivery. Failure to do so could result in delays.
- If furniture orders contain items that require assembly, and the ordering department would like to have Facilities assemble the furniture, a work order needs to be submitted through WebTMA. Once the work order is received, a technician will be assigned. When the furniture is received, it will then be assembled and delivered to the ordering department.