

# Furniture Policy and Procedures

By Facilities Management and Procurement  
Clayton State University

The following policy and sequence of events will apply to all requests for new or existing furniture.

1. All requests for purchase of new furniture or refurbishing of existing furniture must be initially submitted electronically by use of the [Furniture Request Form](#), which is accessible through the Facilities Management website. Any request directly sent to procurement will require Facilities Management review and approval.
2. Requests can be submitted anytime during the year; however, requests will be considered by the Facilities team on biweekly basis.
3. All requests must contain the approval(s) from the appropriate authority (Supervisor, Department/Office Chairperson, Dean and Vice President). Request for equal or less than \$25K- supervisor signature needed. Request above \$25K –Vice President signature needed.
4. These policies and process to be followed for any new furniture purchase of equal to or exceeding \$500. For request less than \$500, Facilities Management needs to be involved if electrical, audio visual, HVAC help is needed.
5. The initial requests will be reviewed by the Furniture team and recommendations will be made based upon a review of information provided on the Request Form. (Factors to be considered include functionality, availability, pricing, and sustainability etc.)
6. Client will be presented with options and price quotes.
7. Once a quote is established, Facilities Management will enter a requisition for a purchase order. Procurement will dispatch the PO and email it to Facilities Management. Facilities Management will send the PO to the supplier for ordering.
8. Facilities Management will coordinate with client and construction team for the delivery of the furniture.
9. Furniture Team with client representative will be responsible for receiving and inspecting furniture during installation and delivery.
10. Furniture Team will work with client and procurement to ensure the standardized invoice is issued for the work.
11. Department should provide 10-12 weeks lead time from the time of purchase order created for furniture order to be received.