



## Procurement and Sourcing Services

<b>Effective Date:</b>	February 24, 2012
<b>Last Update/Revision:</b>	
<b>Initiating Department:</b>	Procurement and Sourcing Services
<b>Responsible Department:</b>	Procurement and Sourcing Services
<b>Authorizing Person:</b>	VP for Finance and Treasurer
<b>Policy Number:</b>	P1626

**Policy Name:** Furniture

**Purpose:** To establish guidelines for all personnel to purchase furniture.

**Policy:** The University has established furniture standards to ensure a uniform level of quality and appearance for its offices, lounges, classrooms, labs and common areas. To this end, several specific lines of furniture have been made available through contracts with a few preferred manufacturers. Preferred manufacturers offer significantly discounted options through competitively bid contracts with New York State and the Educational and Institutional Buying Cooperative (E and I).

Both the State and E and I conduct extensive processes evaluating multiple lines of furniture. Competitively bid contract rates with manufacturers are based on the aggregate volume of purchases by the 2,000 members of E and I and the various state and local municipalities and educational institutions within the State. The University leverages this purchasing volume to significantly reduce its costs.

However, choosing a contract solely because it is offered by NYS or E and I may not be sufficient to satisfy the University's furniture standards. Therefore, departments are required to contact Procurement and Sourcing Services before ordering furniture for the following areas:

- Offices, clerical, administrative and faculty
- Classrooms and Labs
- Lounges and Common Areas
- Library

Procurement and Sourcing Services will help you choose a line of furniture that is under contract and fits your budget. Departments that wish to use a manufacturer who is on contract but not part of the University standard may do so but must leave sufficient time for Purchasing to evaluate the recommended alternate to the established standard. It is recommended that the requisitioning department allow (3) three months for this process.

Purchases of single task or side chairs may be made through the [office supply contract](#) to avoid the manufacturer's minimum delivery charge.

Please note that purchase of furniture through unauthorized vendors is prohibited and may not be paid with University funds.

Furthermore, purchases of furniture with an employee's personal funds, is prohibited. Employees who engage in such purchases shall not be reimbursed by the University.

Furniture purchases requested from non-preferred vendors require the approval of Procurement and Sourcing Services and the appropriate Vice President.

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**This Policy Applies to:** All Departments

**Procedure:** Please contact Procurement and Sourcing Services for all furniture needs

**Exceptions:** Single task chairs and single side chairs

**Forms:** [Purchase order requisition](#)