



**Procurement Department  
Purchasing Furniture as Part of a Renovation Project  
(excluding Capital Projects)**

1. When a campus department establishes a need to renovate an area, they will contact the Office of Facilities Management (OFM). OFM will attend the initial meeting with customer to determine the viability and general requirements of the project.
2. If OFM determines there will be a need for furniture as part of the renovation, the project manager will notify Procurement that a separate meeting to discuss the project furniture requirements will be held. OFM will continue to work with the customer to develop the space layout and to generate a furniture list for State Use Industries (SUI).
3. OFM will generate the space and furniture layout. Procurement will invite a SUI representative to meet with the customer, Procurement and OFM to review the space and furniture layout, to determine whether SUI can meet the needs of the customer, and to discuss the budget for the project. Once these matters have been resolved, SUI will work directly with the customer and coordinate with Procurement as necessary to complete the project. If landscape office partitions are being purchased, SUI will coordinate the partition layout with OFM.
4. If SUI declines the order and issues a waiver, Procurement will solicit quotes from firms currently under contract or, if the furniture cannot be efficiently purchased under existing contracts, the Procurement Department will solicit quotes pursuant to the University's governing procurement policies.
5. If the transaction is <\$5,000, the transaction can be completed with the procurement card. If SUI waived on the transaction, a copy of the waiver should be included with the sales receipt from the vendor.
6. If the transaction is >\$5,000, the customer will submit a requisition to the Procurement Department. Procurement will process the requisition pursuant to the University's governing procurement policies. If SUI waived on the purchase, a copy of the waiver will be included with the Purchase Order.
7. The contractor/supplier will work directly with the customer to complete the necessary order forms.
8. Procurement will be responsible for expediting or rescheduling when necessary.
9. OFM and Procurement will work together to communicate changes in project schedules that may affect furniture delivery schedules.
10. Procurement will track all furniture orders, acting as a liaison between the department and contractor, as necessary.
11. Receiving and Inspection will be coordinated by Procurement, requesting assistance from Materiel Management and OFM as needed.