

## FURNITURE PURCHASING PROCEDURES

Facility Services is charged with facilitating, maintaining, moving, and storing College owned furniture. This policy establishes standards, guidelines, and procedures for the purchase of College furniture regardless of the funding source.

All furniture related purchases must go through Facilities, regardless of the funding source. Facilities purchases furnishings that are sustainable, compatible with existing finishes, spaces, and needs, and can be efficiently maintained and moved. As a result, Facilities has established agreements with multiple vendors and secured College discounted pricing. Centralized purchasing of furniture ensures:

1. suitability based on assessment;
2. purchasing compliance with state ordinances;
3. furniture and equipment that can be efficiently maintained;
4. availability of sufficient resources (including initial and recurring costs);
5. fiscally responsible purchasing;

Standardization allows the College to efficiently select and manage furniture, obtain better pricing, reduce maintenance costs, and help maintain the College's brand and image. These standards are re-evaluated periodically based on common needs, vendor offerings, cost, reliability, quality, sustainability, and timeliness of vendor response. Purchase of non-o components must be justified with the Facilities Department. The College will not reimburse or support the purchase of any furniture related item, unless that purchase was approved or made by the Director of Facility Services.

Business/Commercial grade furnishings are required. Consumer-grade furnishings are not allowed (e.g. Walmart, Staples, etc.).

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1. All College furniture purchasing requests are processed through the Facilities Department, regardless of the general ledger account.
2. The purchasing procedure can be initiated by submitting a SchoolDude Maintenance Work Order request. This process will guarantee your request will be received, and will keep you updated during the procurement process. For help setting up or using SchoolDude, please contact the Facilities Department at X7250.
3. To facilitate a faster turnaround and to give the best possible service, please have the following information available or included when submitting a request. If only a budgetary quote is needed, please follow the same procedure.
  - a. Location furniture is needed
  - b. Type of furniture being requested (Desk, Chair, Stand-up desk attachment, office/classroom furniture, etc.)
  - c. General Ledger account to be charged
  - d. Date needed

4. Once the request is received, Facilities will coordinate with the requestor on standard options, space measurements and recommendations for the best options for the space and needs. Requests should be submitted with sufficient time to obtain price quotations and place orders without causing undue delay. Please provide as much lead time as possible. To duplicate a previous purchase, the prior Work Order number should be referenced.
5. When you are ready to move forward with a purchase, the Facilities Department will require an email stating your intent to purchase and the account number you would like to be charged. A requisition will then be entered based on the information you have provided and will move through the approval process. Those who have purchasing authority on the specified accounts will approve/disapprove the requisition, and if approved, a purchase order will be generated. Once the purchase order is received by the Facilities Department, the order will be placed. Facilities will keep the requestor informed on the delivery status of the order. Returns will be processed through the Work Order System. Maintenance and alterations for purchased furniture should also be requested through the Work Order System.

New requisitions for purchases for the current fiscal year must be completed and approved by May 31. This deadline allows sufficient time to receive quotes, create requisitions, receive items before the end of the budget year, and process invoices for payment.

#### SPECIALIZED OR HIGH VOLUME REQUESTS

Requests for large numbers of desks/chairs, standard configurations with additional components, or requests for non-standard equipment may require several weeks' notice, as purchases over \$10,000 require multiple quotes to comply with State of Oregon purchasing requirements. Large equipment or orders of large quantities from vendors typically range from 10 to 12 weeks from order to delivery, depending on the number of units or components ordered.

Adopted by Administration: March 6, 2019