

## **Furniture Purchasing Guideline and Procedure**

### **Guideline:**

The Facilities Operations Office has developed a procedure to assist you with the process of requesting departmental or individual furniture needs. These procedures have been developed to assure you of exceptional service while ensuring functionality and efficient use of University funds. Please read this page in its entirety before beginning your furniture purchase request.

### **Procedure:**

All requests for new or in stock furniture must be submitted electronically by using the **Furniture Request Form** found on the Facilities Operations web page.

Requests can be submitted anytime during the fiscal year. Requests can be made by anyone, but approval to submit a request must be given by a Department Head, Division Chair or Vice President. Once a request is submitted, it will be reviewed by the Director of Facilities Operations and the Facilities Operations Coordinator. Once a request for furniture is approved, a confirmation email will be sent to the requestor.

Please note: The acquisition of new or in stock furniture is subject to budget and item availability.

**Sit to Stand Workstations:** The university receives many requests for sit to stand desks and workstations from employees. Due to the limited available funds for these purchases, the following policy has been established:

Requests based on medical needs: employees who request a sit to stand workstation due to medical needs should first contact Human Resources. Employees may qualify under the American's with Disability Act (ADA) due to a disability and purchase of a sit to stand desk may be granted as a reasonable accommodation.

Requests for healthy or mildly symptomatic employees: employees that have no medical diagnosis related to their need to have a sit to stand desk should contact Human Resources to request an Ergonomic Assessment. The Human Resources department will coordinate an ergonomic assessment with our worker's compensation provider for the employee. Human Resources will then review the recommendations of the assessment and determine if a sit to stand desk is approved.

If a department is ordering new furniture they should consider whether sit to stand workstations would be appropriate for their areas. Once a request is approved and processed, new furniture

orders will take 6-8 weeks for delivery. In stock furniture will be delivered within 1 week, based on availability. The Facilities Operations Coordinator will coordinate the installation with the appropriate department or individual making the request.

Any questions should be directed to the Facilities Operations Office at extension 68653.