

**Updated: February 23, 2021**

**Furniture:** *(such as account codes: 710015 and 711015)*

All furniture must comply with Institutional and Public area Fire Codes as follows:

- CAL 133 for buildings without a sprinkler system and Residence Halls
- CAL 117 for buildings with sprinkler systems (excluding Residence Halls)
- Check with Facilities to see if there is any surplus furniture on campus that can be re-purposed
- New Furniture should match existing furniture, when possible (especially in newly renovated areas)

Your requisition should include the following:

- Quotation Number (entered in the “Document Text” print box)
- Item #, Part # and or Model # (entered on each commodity line item)
- Detailed Description of item on each commodity line
- Correct quantity and unit cost
- Installation costs (if vendor is installing a Certificate of Insurance is required)
- Expected delivery date