Furniture: (such as account codes: 710013 and 711013)

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