

Departmental Furniture Ordering Process

These steps are necessary to purchase furniture for your department.

You, as a department member realize a need for furniture.

Research the available options on the Furniture Standards

Contact Procurement to discuss options and obtain quote.

Procurement will send a quote from the selected vendor to you.

Enter a requisition to the vendor matching the quote line by line.

Procurement process the requisition into a PO and places the order.

Vendor delivers and installs furniture.

Approve Departmental PO and forward to Accounts Payable for payment.