Furniture Order Process

When submitting a requisition for furniture, one of the following spend categories should be used.

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| SC0144 Furniture: Computer Support |
| SC0145 Furniture: Industrial |
| SC0146 Furniture: Office |
| SC0147 Furniture: Seating |
| SC0148 Furniture: Office Workstations |
| SC0149 Furniture: Classroom & Instructional |
| SC0150 Furniture: Desking Systems |
| SC0151 Furniture: Freestanding |
| SC0152 Furniture: General Parts Accessories& Fabrics |
| SC0153 Furniture: Laboratory |
| SC0154 Furniture: Outdoor |
| SC0155 Furniture: Panel Systems |
| SC0156 Furniture: Library |
| SC0157 Furniture: Accommodation/Dormitory |

Goods lines should be used when entering your requisition.

**Note:** Goods line can only be received by **quantity**. The unit of measure used **will not** change how the PO can be received (ie using LOT vs. EA).

To facilitate processing:

* Requisition should match the total on the quote provided by the supplier.
* Reference the quote number on the requisition’s **Memo to Supplier** field.
* Quote from the supplier should be itemized and attached to the requisition. If applicable, installation and/or delivery fees should be included.
* If the supplier has provided a CAD drawing for your project, please attach it to the requisition.
* Taggable items must be entered by line item.
* Supplier invoice should be itemized.
* Ordering department is solely responsible for receiving and tracking items delivered when there are multiple deliveries.

**Furniture Standards**

The university has office furnishing standards which should be used when selecting furniture for your department. The pricing parameters (established by the Florida Department of Financial Services) below have been established and are to be used a guide.

Chairs (ergonomic) $750 each\*

Sofas (3 seat) $1,500 each\*

Love Seats (2 seat) $1,200 each\*

Wing back 875 each\*

(guest chair, no wheels)

\*price is to be inclusive of fabric upgrades if applicable

End Tables $450 each

Coffee Table $675 each

Conference Table $675 each (per 4ft of conference table)

Task Lighting $175 each

**Building Code Compliance Requirements**

Compliance with the Florida Building Code is required when installing or replacing modular furniture, corridor furnishings, or classroom seating. The Florida Building Code requires modular furniture installations to be permitted and installed by a Florida state certified contractor. In an effort to expedite the process, the UCF Building Code Office (BCO) will review proposed furniture and seating changes prior to purchase. Acceptable documentation will be a to-scale dimensioned floor plan of the room(s) affected. Adequate ADA and life safety egress parameters for seating, podiums, aisles and access ways must be shown. Contact Facilities Planning & Design for assistance with reviews. Early plan review will avert purchases of furniture and seating that cannot be installed as intended and avoid delays for furniture and/or seating installations.