

# Furniture Purchases

## FIN-PUR-9.0



### About This Policy

Effective Date:

02-18-1992

Last Updated:

06-30-2009

Responsible University Office:

University Procurement Services

Responsible University Administrator:

Vice President and Chief Financial Officer

Policy Contact:

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### Related Information

\* [FIN-PUR-1.2, Delegation of Purchasing Authority](#)

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## Policy Statement

Furniture standards have been reviewed and approved by each IU campus and the Vice President and Chief Financial Officer. The Associate Vice President, University Procurement Services is responsible for the consistent implementation of these standards. Exceptions must be approved in writing by the Vice President and Chief Financial Officer or the Campus Vice President or Chancellor. (An approved furniture catalog is available through the purchasing department.)

All public areas or lounges and all floor, window, and wall treatments must be specified through the Office of the University Architect or the purchasing department. All furniture items, carpeting, and wall coverings, must meet applicable fire and safety codes.

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## Reason For Policy

To assist the University in selecting appropriate furniture.

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## Procedure

See Furniture Policy Manual (under development).

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## History

This policy was established on February 18, 1992.