

FURNITURE STANDARDS POLICY

SDSU Research Foundation, Facilities Planning and Management Department supplies standard furniture items to qualified* projects housed in Foundation owned space. All standard furniture items have been evaluated for wear ability, warranty and ergonomic issues. We also receive special pricing based on quantity orders and the ability to receive items in a timely manner. We keep an inventory of our standard furniture and all requests for furniture are selected on a first come first served basis of distribution. If an item(s) is unavailable, we will place an order for the item(s) providing we have the budget. By standardization, rotating use for various projects is facilitated.

REQUEST PROCEDURE:

Once a request is completed and emailed or faxed to us, we will check our inventory to see if the requested item(s) is readily available.

- If we have item(s) requested in our inventory, a work order is created to have the item(s) delivered. This usually takes about 2 weeks, unless our maintenance crew is unusually busy.
- If you have not received furniture in this time frame, please call Mikki Comstock at 619.594.7309 to check the status of the work order.

If the item(s) is not available in our inventory and your project qualifies, we will purchase new furniture.

- A purchase requisition is created and routed for signature approvals.
- Once approved, the requisition is input into Banner (our financial reporting system).
- The requisition is sent to the Purchasing Department, where it is set up as a Purchase order.
- The Purchase Order is sent to our furniture vendor.
- The routing process can usually be completed in 3-5 days.
- Standard/in-stock furniture takes 3-4 weeks for delivery (there is always the possibility of a delay in this lead time due to issues that are out of our control).
- On a rare occasion, when we are exceptionally busy, this procedure can take longer due to delays in the system.
- Under certain circumstances where non-standard furniture is required, further approvals and lead times can delay orders.
- If you have not received your furniture in a timely manner, please call Mikki Comstock at 619.594.7309 or email mcomstock@foundation.sdsu.edu

USE AND CARE OF FURNITURE:

Maintenance: If you find an item of furniture needs to be repaired, please contact the Facilities Planning & Management Department at requests@foundation.sdsu.edu or 619.594.5761.

STORAGE:

If at any time, an item is no longer needed in your office, please notify the Facilities Planning and Management Department at requests@foundation.sdsu.edu or 619.594.5761. We will have someone from our maintenance crew retrieve the item and return it to our inventory. If an item is no longer needed, it must be returned to our inventory or properly reassigned to another project.

RECEIPT OF FURNITURE:

Once an item is delivered from our inventory, we will ask that you sign a receipt of furniture. If you are receiving new items, we ask that you sign for delivery by the vendor and send the packing slip to Facilities Planning and Management Department, Attn: Mikki Comstock, 5250 Campanile Drive, 4th Floor, San Diego, CA 92182-1999.

**Full F&A Projects receive inventory & new standard office furniture; Stock/Inventory furniture is available for other projects.*

***If your project is housed in off-campus, non-Foundation owned space, delivery and installation may require greater cooperation from your project.*

FURNITURE REQUEST FORM

Contact: Mikki Comstock
Facilities Planning and Management
Email to: frequests@foundation.sdsu.edu
Phone: 619.594.5764

Date: _____

From: _____

Location: _____ Suite: _____ Room: _____

Phone: _____ E-mail: _____

Project Title: _____

Banner Fund Number:
(Used to verify grant information only) _____

SDSURF SRA Administrator: _____

Description of Furniture Requested:

Will furniture need to be moved or removed prior to delivery of requested furniture? _____

If so, please describe how much will be involved: