

UC Davis Policy and Procedure Manual

Chapter 350, Supplies and Equipment

Section 29, Nonstandard Furnishings

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Responsible Department: Facilities--Operations and Maintenance

Source Document: Business and Finance Bulletin BUS-43, Materiel Management

I. Purpose

This section presents policy regarding the acquisition of nonstandard furnishings, that is, office furnishings that are not listed on University supply agreements. This policy applies only to those departments that are physically located at the Davis location.

II. Policy

- A. Only items that are listed on University supply agreements are considered "standard" office furnishings.
- B. Proposed acquisitions of nonstandard furniture items must meet ergonomic standards and be approved by the Director--Materiel Management or designee. Requests for such items must be accompanied by a written justification of need.
- C. Nonstandard office chairs will generally be authorized for purchase when specifications of standard chairs are not suitable for certain types of work stations such as personal computers or microscopes or for persons with orthopedic or other disability-related problems.
- D. University policy permits purchase and installation of rugs and carpets in locations where the inherent properties of rugs and carpeting material as finish flooring are the best choice of the alternatives available for the specific location and the proposed use. Proposed acquisitions of carpeting and rugs must be approved by the Facilities--Operations and Maintenance, Custodial Manager or designee.

III. Procedures for Requesting Nonstandard Furniture

- A. Prior to selecting nonstandard office furniture, consult with the campus [Furniture Program](#).
- B. To order nonstandard office furniture costing less than \$500 departments, use the low value purchasing delegation (see [Section 350-10](#)) or a UCD Buy Furniture Special Order.
- C. To order nonstandard office furniture costing more than \$500 departments complete a DaFIS Requisition (PR) and attaching a memo from the department head justifying the need (see [Section 350-10](#)).

IV. References

- A. [Business & Finance Bulletin BUS-43, Materiel Management, 10/1/15.](#)
- B. [Policy & Procedure Manual Section 350-10, Procurement.](#)