

UC Davis Policy and Procedure Manual

Chapter 350, Supplies and Equipment

Section 27, Furniture Program

Date: 7/13/06

Supersedes: New

Responsible Department: Materiel Management

Source Document: Business and Finance Bulletin BUS-54, Operating Guidelines for University Supply Inventories

I. Purpose

This section outlines the use, rental, and inventory policies governing the campus Furniture Program and procedures for ordering, billing, inspecting goods, and obtaining credit or exchange. This policy applies to departments physically located at the Davis location. Departments physically located in Sacramento must work with UCDHS Facilities Planning for their office furniture needs.

II. Definitions

- A. Back order--an order for an item temporarily out of stock.
- B. Recharge--the assessment and collection by one University department of a charge for goods or services furnished to another University department.
- C. Special order--an item not found in a UCD Buy catalog that is specifically ordered in response to a departmental request.

III. Policy

- A. The campus Furniture Program provides services to facilitate the design, selection, ordering, receipt, installation, and payment of all office furniture purchased for the campus, and to minimize the University's cost and effort in these processes. When necessary, the Furniture Program will arrange for these services to be provided by vendors or other campus services.
- B. The Furniture Program stocks items contained in the Stock Furniture catalog in [UCD Buy](#) for immediate availability.
- C. The Furniture Program rents miscellaneous furniture, such as chairs, on a recharge basis to departments and activities that have a temporary need for such items.
 - 1. The renting department or activity assumes financial responsibility for any Furniture Program items equipment in its custody and will be required to clean, replace or repair any equipment that is lost, stolen, destroyed, damaged, or dirty beyond that considered by the Furniture Program to be caused by normal use.
 - 2. Furniture rented from Furniture Program may not be removed from its assigned rental location without the prior written approval of Furniture Program.
 - 3. Contract and grant funds may be used to rent furniture only if specifically allowed under the terms of the contract or grant or upon written approval of the sponsoring agency.
 - 4. The minimum charge is for one month's rental.
- D. The Furniture Program is a service activity that charges a markup to operate on a break-even

basis (see Section 340-25).

IV. Procedures

A. Ordering from the Furniture Program

1. Stock items

- a. Authorized campus personnel may order stock items for official University business by initiating an electronic order in [UCD Buy](#) for products offered in the Furniture-In Stock catalog or other contract furniture catalogs.
- b. If stock items are temporarily out of stock, the Furniture Program will issue a back order and send the goods to the ordering department when they are received.

2. Special order items

Requests for special order furniture services may be submitted using one of the following methods:

- a. Place an order using Special Order-Furniture link in [UCD Buy](#). The department shall provide quote numbers or information about known specifications (i.e., description, manufacturer or distributor numbers, color, and size).
- b. Contact the Furniture Program to request assistance with the design, selection and ordering process. Furniture program staff will place the special order once design and/or selection process is complete and a list of components is agreed upon.

B. Consultation, Design, Project Management, and Installation Services

The costs of additional furniture services supplied by vendors or campus units outside of the Furniture Program will be either charged directly to the department or charged to the Furniture Program with the costs passed through to the ordering department without markup.

C. Inspection of shipments

Departments must inspect furniture items for visible damage upon receipt and promptly call any damage or discrepancies to the attention of Furniture Program staff (see [Section 350-40](#)).

D. Billing

Recharges are transmitted daily to the General Ledger and can be viewed in DaFIS Decision Support. Stock items are billed when an order is filled and delivered. Special orders are billed when the order is entirely received and verified by Furniture Program staff. The costs of additional furniture services are billed once the services are completed.

E. Credit and exchange

1. Return of furniture items

Furniture Program staff or vendors that are contracted to perform installation services are responsible for transporting unneeded/damaged furniture items from the department's site

to the Furniture Program's warehouse. For all subsequent returns, the department must complete a Shipping Memo (Calcode 71461-143) to authorize Furniture Program staff to pick up and return merchandise for credit or exchange. A copy of the packing slip must accompany the Shipping Memo.

2. The Furniture Program gives the department full credit, including markup, for misordered stock items if the department notifies the Furniture Program within 7 calendar days of delivery.
3. The Furniture Program will consider giving departments credit for the cost of stock goods (excluding markup) after 30 days of receipt ONLY if:
 - a. The return of the item does not create an overstock.
 - b. The item can be resold as new.
 - c. The item has been purchased within the same fiscal year.
4. Unless the vendor policy is more restrictive, the Furniture Program will credit or exchange special order items that are misordered or have concealed damage if they are reported to the Furniture Program within 7 days of delivery. Vendor restocking fees, if any, will be the responsibility of the ordering department.

F. Inventory maintenance

The Furniture Program accomplishes inventory maintenance (see [Section 350-60](#)) by:

1. Conducting a complete physical inventory once a year, or having a cyclical inventory program in place.
2. Maintaining computerized inventory and billing control.

G. Lost or stolen furniture or equipment

A department shall immediately report any lost or stolen equipment to the UCD Police Department and to the Furniture Program by submitting paperwork reporting the loss as explained in Section 350-85.

V. References and Related Policies

- A. Business & Finance Bulletin BUS-54, Operating Guidelines for University Supply Inventories, 7/1/87.
- B. UCD Policy and Procedures Manual
 1. Section 340-25, Recharge Activities.
 2. Section 350-29, Nonstandard Furnishings.
 3. Section 350-40, Inspection of Shipment and Damage Claims.
 4. Section 350-60, Management of Supply Inventories.

