

## Furniture Purchases

Antelope Valley College has furniture and computer standards as well as designated vendors from which to purchase furniture and computer equipment, the process to obtain furniture and/or computer equipment is as follows:

- Submit a Facilities Work Request for the type of furniture/computer equipment (with specifications if appropriate) that you would like to purchase. This document can be found under Forms & Docs on the myAVC website.
- Send FWR to all appropriate Deans and VP's for signature. The FWR cannot be processed without all appropriate signatures.
- The FWR will be sent from the designated VP's office to the Facilities Service office to be logged and coordinated between appropriate departments which include ITS, Facilities Services, Maintenance & Operations, and on some occasions IMC.
- When the specifications for the requested equipment have been coordinated with the appropriate departments, each responsible department will generate the PR for the requested and approved equipment. This PR will then be sent to you for account string and to forward through to Purchasing.

For clarification:

- Should furniture be requested, Facilities Services will coordinate with the requester for the appropriate furniture. Facilities Services has designated furniture vendors that the following items are purchased through:
  - Filing Cabinets (Vertical or lateral)
  - Task Chairs (For classrooms or office desks)
  - Side Chairs
  - Whiteboards
  - Podiums
  - Office desks and overheads
  - Storage cabinets
  - Tables
  - Pedestal files
  - Bookcases
  - Any other type of furniture
  - Other items as designated - Please contact Doug Jensen or myself if you are unsure what equipment needs to be approved by Facilities Services