

## Purchase of Office, Lounge, & Institutional Furniture

Section 6:12 Revised 01/01/2001

The State maintains contracts for almost all types of furniture required for offices and lounge areas, and all University requirements must generally be met from the contracts.

The Purchasing Department has personnel to assist departments in selecting furniture and furnishings and thus should be consulted on the types of furniture available before a Purchase Requisition is issued.