

# TEXAS A&M UNIVERSITY-KINGSVILLE

Title: Purchase of Furniture

Procedure No.: PP-460

Approved by:

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## I. Purpose

To define the parameters for purchasing furniture.

## II. Scope

This procedure will apply University wide.

## III. General

The University will make every attempt to procure quality professional furniture for use in all academic and administrative offices. It is the responsibility of the Procurement and General Services department to ensure that only institutional grade furnishing are purchased for the University.

For purchases of furniture with funds subject to the General Services Commission, the state term contract will be utilized. This generally includes furnishing from Texas Correctional Industries, Texas Industries for the Blind and Handicap, and at least one private label provider.

For purchases of furniture with all other funds, the E & I Cooperative may be utilized as well as the state term contracts.

Departments are encouraged to meet with the Procurement office to review the current listing of available furniture. Requisitions must include commodity code numbers or be supported by a quote from E & I.