

## **Facilities & Operations**

### **Furniture Ordering Procedures – All KRESA Owned Sites**

Issued 09-11-24

This document provides guidelines so that employees of Kalamazoo RESA have a clear understanding of the procedures for ordering furniture. The purpose of this policy is to ensure Cost Efficiency, Quality Assurance, Space Optimization, Maintenance Streamlining and Consistency in Workplace Aesthetics.

**All Furniture purchases must be approved by the Facilities Department prior to any orders being placed.**

#### **Procedures**

- Request approval from your department head for budgeting and initial approval.
- Fill out an FMX maintenance request. Attach pictures and documentation of the specific furniture you would like to purchase; otherwise indicate you need help selecting furniture.
- The Facilities Department will review your request and contact you with any questions or to discuss alternatives if necessary.
- If a quote is needed, the Facilities Department will attach the quote to your FMX ticket. If it aligns with your budget, please respond to the FMX ticket with the appropriate accounting codes.
- The facilities department will coordinate the purchase, delivery, and installation of your furniture.