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Name:	Procurement – Furniture
Policy Number	4-1012
Origin:	Facilities Management
Approved:	1 March 1993
Issuing Authority:	Director, Facilities Management
Responsibility:	Director, Facilities Management
Effective Date	1 September 2007
Revision Date(s):	1 August 1994 1 September 2007

All requests for furniture are coordinated through Facilities Management. Furniture requests will either be filled from stock supplies or ordered through a purchase requisition as appropriate.

Departments requiring furniture should complete an on line work order available on the [Facilities Management](http://www.smu.ca/administration/facman/fur.html) web page (<http://www.smu.ca/administration/facman/fur.html>).