

	PURCHASING DEPARTMENT FREDONIA STATE UNIVERSITY OF NEW YORK	GUIDELINE NO: 119
		PAGE NO: 1 of 1
		ORIGINAL: January 2003
		LAST REVISED: January 2014
TITLE: Requisition Processing Assembly and Installation of furniture and equipment		REVISION DATE: January 2016

I. Purpose

The purpose of this guideline is to define a procedure for assembly and installation for furniture or equipment purchases.

II. Procedure

Any purchase for furniture or equipment that will require assembly and installation may incur an additional cost. Please be aware of assembly requirements in catalog descriptions when preparing your purchase requisition or using your procurement card. Catalogs Stating “**KD**” means “Knocked Down” and is shipped to your department unassembled. A work order form must be submitted to Facilities Services (go to www.fredonia.edu/Facilitiesmanagement) to request assembly and will be assembled when time permits. This will mean an additional charge by Facilities Services to your department. Therefore, we recommend requisitions be written to include assembly and/or installation, if available.

For furniture questions, please contact Donna Howlett at extension 3438.