

<b>SUBJECT:</b> Furnishings & Equipment Approval Procedure	<b>Effective Date:</b> 4/19/2013	<b>Procedure Number:</b> FS 2013 RM0017	
	<b>Supersedes:</b>	<b>Page</b> 1	<b>Of</b> 2
	<b>Responsible Authority:</b> Associate Vice President, Administration and Finance (Facilities and Safety)		

**APPLICABILITY/ACCOUNTABILITY:**

This procedure applies to all University of Central Florida entities using construction project funds to purchase furnishings and equipment.

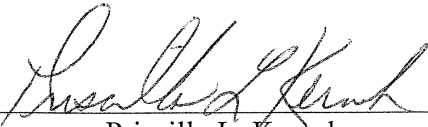
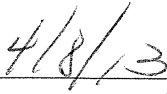
**PROCEDURE STATEMENT**

Furnishings and equipment funds may be used to buy furniture and equipment only for the facility for which funds are received. In order to ensure that furnishings and equipment purchased with project funds are appropriate, requests will be reviewed by the College Dean or Vice President of the requester; Facilities and Safety (F&S) Business Office; Facilities and Safety Associate Vice President; and Space Planning Analysis and Administration (SPAA) prior to acquisition. Consideration will be given to planned use, location, cost, size, and quantity.

**PROCEDURES:**

1. The college or department prepares the Furniture & Equipment (F&E) list, to include: item description, quantity, purpose, building location (by room number), and proposed vendor or bid information; and not to exceed the allotted budget.
2. The college or department coordinates the staffing of the list. (The list must include earmarked items when using donor funds.)
3. The college or department obtains approval from the appropriate college dean or vice president. (An original signature is required when submitting the list.)
4. The list is sent to the F&S Business Office, along with a Point of Contact (POC) from the college.
5. All requests are logged and given a tracking number when received by the F&S Business Office.

6. The F&S Business Office sends the scanned list electronically to the Facilities Planning and Construction design Program Manager, and to the Facilities and Safety Associate Vice President for review and approval (e-mail approval required).
7. The F&S Business Office sends F&S approval, along with the scanned list, electronically to Academic Affairs (SPAA) for review and approval (e-mail approval required).
8. The F&S Business Office notifies the college POC of approval, denial, or of questions requiring further information.
9. The college POC sends individual or multiple requests for requisition to the F&S Business Office for purchase. (Note: All terms and conditions must be listed on the request and purchasing guidelines must be followed.)
10. For department reimbursements, the department submits monthly requests, with supporting documentation, to include the item purchased, description, quantity, purpose, building location (by room number), and purchase receipt and/or transaction information. (Note: Requests should not include any purchases 60 days or older. The procedure above will be followed.)
11. Upon approval, the F&S Business Office processes the journal transfer to reimburse the department.
12. Assets that are tagable should not be reimbursed; they should be purchased directly from the project using the procedure above.

Approved By:	Date Approved:
 <hr style="width: 80%; margin: 0 auto;"/> Priscilla L. Kernek Associate Vice President, Administration and Finance (Facilities and Safety)	 <hr style="width: 80%; margin: 0 auto;"/>