

## **Office Furniture Procurement Guidelines**

In order to develop an orderly and transparent furniture procurement process for Moravian University, we recommend the following procedures are essential:

1. Typically, FMPC will purchase furniture if it is part of a

8. If the University asks a department or individual to move as a part of a university-wide reorganization, and if the furniture does not fit or is not adequate in the new location, then the institution will provide the furniture.
9. If an individual desires to move,