

Furniture: If I need office furniture, what is the process of obtaining what I need.

If departments or individuals wish to purchase furniture items that are not part of a project, they will need to receive approvals from within their Departments/Dean and utilize Moravian's preferred vendors. All furniture purchases shall be made via approved Moravian University vendors, following all applicable Moravian University Purchasing Policies. All furniture should be purchased assembled by the vendor. All furniture purchased with university funding belongs to Moravian University as a whole and is considered a university asset. Therefore, the current occupants of a space neither own the contents, nor have sole control over their use.

A list of approved Moravian University vendors is listed below:

**Corporate Environments**

Contact: Tom Oschele  
605 Broad Street  
Bethlehem, PA 18018  
Phone: 610-974-7990

**W. B. Mason**

Contact: Chris Knibbs  
966 Postal Rd. #100  
Allentown, PA 18109  
Cell: 484-541-4816

**Interior Work Solutions**

Diane Schmidt NCIDQ  
6765 Ambassador Dr.  
Allentown, PA 18106  
Ofc: 610-391-0733 x116  
Cell: 610-597-9058

**Offix Systems**

Contact: Andres DeFrancisco  
950 N. Quebec St.  
Allentown, PA 18109  
Phone: 610-231-2000

**Tanner Furniture**

Contact: Sharon Hakler-Waddell NCIDQ  
840 Hamilton St.  
Allentown, PA 18101  
Phone: 717-985-9700  
Cell: 610-256-2811

