

MORAVIAN UNIVERSITY

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 project. 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.
2. If a department decides to purchase furniture from a vendor other than an approved Moravian University vendor, any future problems with said furniture will not be supported by the university.
3. When new furniture is required because of an ADA accommodation, the institution will provide the appropriate furniture options for faculty and staff.
4. If a department decides it no longer needs a piece of furniture, a School Dude work order should be submitted to have the furniture removed and placed into storage. This furniture then becomes available for use elsewhere on campus. If the piece of furniture is assessed to be unusable, it will be discarded.
5. A department can request used furniture from storage, if available, by submitting a Asset Essential Work Order.
6. If furniture is purchased as part of a project for a specific building, the furniture must remain in that building, even if the college or department relocates from the initial project site, the goal being to keep furniture consistent within buildings across campus.
7. When new positions and offices are created, the institution will provide the standard furniture options for new faculty and staff if required.

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, or a department wants an individual to move from one office to another and/or requires additional furniture, then the department is responsible for the move and/or the additional furniture expenses.
10. A list of approved Moravian University vendors is listed below:

Corporate Environments

Contact: Tom Oschele
2601 Baglyos Circle
Bethlehem, PA 18020
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 Godbarge
840 Hamilton St.
Allentown, PA 18101
Phone: 717-985-9700
Cell: 610-256-2811