

## Purchase of Furniture/Furnishings

The purchase of furniture and furnishings involves additional documentation and processing requirements. This additional processing is required due to fire and safety concerns and facility operations.

Furniture is considered as “hard” items, such as tables, desks, chairs, workstations, cabinets, beds, etc. Furnishings are “soft” items such as window coverings, shades, drapes, blinds, bedding and linens, area rugs, lamps, etc.

Upholstered furniture must meet CAL117 or CAL133 fire code requirements. Any upholstered furniture with a CAL117 fire rating must be approved by the Department of Environmental Health and Safety. Please email your quote to Michael Swain in EH&S for review [mjswain@ehs.umass.edu](mailto:mjswain@ehs.umass.edu) . Attach his emailed response to your requisition in the Internal Attachment area.

Any furniture or furnishings that will be permanently attached to a building must be reviewed by the Physical Plant. Consideration also needs to be taken on whether the furniture/furnishings will be obstructing exits, or blocking HVAC vents or windows, or creates some type of hazard.

Always look at the MHEC C07 contract vendors first when purchasing furniture/furnishings. These vendors, especially those that have worked with the University are familiar with University requirements and deliveries located on campus. Ask for quotes from several vendors to be sure you are getting the best buy. If you have questions at any point, please contact the Procurement Department.

The following chart shows the account code and commodity codes used for the various types of furniture and the associated pricing when preparing a purchase requisition.

Keep in mind that items that are over \$1000. (741970) or over \$5000. (763900) that have associated freight and installation charges should be coded the same as the furniture pieces. Those charges become part of the cost of the furniture.

If installation charges are \$10,000. or more, a contract for services is required for the labor part.

### Account and Commodity Codes for Furniture/Furnishing Purchases

Description	Account Code	Commodity Code
Items such as tables, desks, chairs, keyboard trays, cabinets, beds, etc. with a unit price \$999.99 and under	734200-non-academic areas 741400-academic areas	Furniture-General, Furniture-Upholstered, or Furniture-Residence Hall
Items with unit prices \$1000 to \$4999.99; or a Lot of workstation panels and pieces valued from \$1000. to \$4999.99	741970	Furniture-General, Furniture-Upholstered, or Furniture-Residence Hall
Items with unit prices \$5000. and over; or a Lot of workstation panels and pieces valued from \$5000. and over	763900	Furniture-General, Furniture-Upholstered, or Furniture-Residence Hall
Regular Delivery charges-if quoted separately	739200	Delivery Charges
Assembly, delivery, installation & removal of packing debris. NOTE: If this amount is over \$10,000. a contract for services is required for the service amount only	768600	Equipment Maintenance & Repair