

Brigham Young University - College of Life Sciences

Office Furniture Purchasing Procedures

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Physical Facilities has established a university “furnishings standard” and has asked that all areas on campus comply. To further clarify the process, College of Life Sciences employees may use university funds to purchase office furniture (desks, chairs, couches, tables, etc.) if a Physical Facilities work order is used. University funds may not be used to purchase non-standard personal preferences in furniture. Personal funds should be used for office accessories such as pictures, plants, microwaves, and refrigerators.