



*Prepare to Procure
June 2017*

RIT Procurement Services
475-2107

[http://www.rit.edu/fa/procurement/
purchase@rit.edu](http://www.rit.edu/fa/procurement/purchase@rit.edu)

Updates to University Furniture Standards

The Procurement Services Office (PSO) has developed standards and recommendations to assist you when purchasing office furniture. These standards provide exceptional quality and service while ensuring functionality and efficient use of University resources. Go here to find out more about RIT's furniture standards: <https://www.rit.edu/fa/procurement/furniture>. Below are recent updates to the furniture standards.

1. Sit/Stand Addition

The PSO is excited to add a sit/stand table option for new offices only. View the "Michigan" room at:

<http://www.rit.edu/fa/procurement/sites/rit.edu/fa.procurement/files/images/Michigan%20Sheet.jpg>.

You can retro-fit your present desk with a sit/stand option that sits on top of your desk. That option may be viewed in the Better Me offices.

2. Oracle Process Change: Requester name is now the FMS Project Manager

When creating a requisition for furniture, enter the FMS Project Manager's name as the "Requester". This will ensure that the Project Manager confirms that the order is complete and that the invoice may be paid.

3. New PSO Furniture Contact

Brian Monaghan is now responsible for the furniture commodity (bempur@rit.edu). (Tina Karol retired effective June 16, 2017.)

If you have any questions, or if you need assistance when creating a requisition, please contact Sherry Lupo, Sr. Procurement Specialist, at 475-2107 (salpur@rit.edu).

