To: Campus Community

Below is a message from IU Interior Designer, Michele Bucklin, which should benefit all campuses/departments when ordering furniture items:

“"We would like to welcome in a new year  by announcing recent adjustments to the RFS for Furniture Process, effective immediately.  
We have had successes, and realized needed improvements in the process since it began in October 2013. We especially appreciate your comments, noted concerns, and suggestions that have been shared with us over the past year.

In an effort to be more efficient in response to requests, representatives from Purchasing and the Capital Planning and Facilities Departments convened to discuss opportunity for improvement.

We have identified three categories to provide efficiency to the process:

1. Unrestricted Items** – These are items that have been identified as unrestricted and may be purchased without submitting an RFS, for Furniture.
2. Contracted Items – These are items that may be ordered by the Capital Planning & Facilities Office without requiring a quote from a vendor. The CPF Business Office is able to place initiate requisitions quickly. An RFS for Furniture is required.
3. Specialty Items** – Currently this category includes only contracted mattresses. Units who frequently order these contracted mattresses are able to now enter requisitions for mattresses without and RFS for Furniture.

**As we continue to receive requests through the RFS for Furniture Process, we will notify requesters of these process updates, while also offering the option of continuing through the RFS process if they would prefer to have assistance from UAO Interior Design for those unrestricted or specialty items.

Detailed information is available at the following locations:

- Purchasing: http://webtest.iu.edu/~purchase/kfs/kfs.php#furnishings

In addition to this notice, we are also pleased to announce that the UAO Interior Design Office now has a website! As we continue building this website, we would LOVE to have feedback from you on information you might like to see or reference on this site. Again, your feedback is very important to us as we continue working to provide services that advance the education mission for Indiana
University communities. To view our website, please visit:  http://www.indiana.edu/~intdesgn/

Please share this information as appropriate on your campus.
Wishing you a Wonderful 2015!
Michele"

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