

Used Furniture Terms & Conditions

- A one-time furniture viewing will take place at Spencer Hall (SP4006) on May 5, 2010 from 10 a.m. to noon. Furniture will be assigned for redistribution during this time.
- The Furniture Form is available online and must have authorized signature and FOAPAL in order for furniture to be redistributed. This completed form must be brought to the viewing on May 5, 2010.
- There will be no visiting the furniture site or booking furniture before May 5, 2010. Any furniture remaining after this date will be declared surplus and will no longer be available.
- Administration charges are as follows and will be billed to the FOAPAL provided:
 - \$25 per single item
 - \$50 for two items
 - \$75 for three items or more
- Date for moving furniture is May 6, 2010. Facilities Management will arrange the move of acquired furniture to new location.
- The new or alternative location must be ready to accept the furniture on May 6, 2010.
- The receiver is responsible to make arrangements for other services required (carpentry assistance, other furniture relocation or surplus).