**MUN Furniture Finder**
**Terms & Conditions**

**Departments purchasing pieces:**

- Administration charges are as follows and will be billed to the FOAPAL provided by the purchasing department:
  - $25 per single item
  - $50 for two items
  - $75 for three items or more

- The Furniture Claim Form is available online and must have authorized signature and FOAPAL in order for furniture to be redistributed. This completed form must be scanned and e-mailed to sustain@mun.ca or delivered internally to FM2017.

- Furniture purchased should be considered “as is”, and will be assigned for redistribution on a first-come, first-served basis.

- Facilities Management will arrange the move of acquired furniture to new location.

- The new or alternative location must be ready to accept the furniture.

- The receiver is responsible to make arrangements for other services required (carpentry assistance, other furniture relocation or surplus).

**Departments disposing of pieces:**

- The department disposing of furniture must inform the Sustainability Office of any required date for removal of items.

- **The department disposing of furniture must direct any inquiries, other than viewing time, to the Furniture Finder website or Sustainability Office representative.**

**PLEASE NOTE:** All furniture is the property of MUN and is **NOT** to be removed from campus.