

Furniture Purchase Process

Furniture Approval Process Comparison: Previous vs. New Process

Previous Process	New Process
Email Request	Entry into ProConnect
1. End-user sends an email to the Facilities Team with: <ul style="list-style-type: none"> Furniture description including assembly and installation needs Quantity & estimated cost Supporting documents (e.g., vendor quote) 	1. End-user logs requests directly into ProConnect with: <ul style="list-style-type: none"> Furniture description including assembly and installation needs Estimated cost Supporting documents (e.g., vendor quote) Commodity Code (e.g., CD440-000)
Facilities Review	Automated Routing
2. Facilities Team checks: <ul style="list-style-type: none"> Standards compliance Space/design alignment May request clarifications Sends approval email to user 	2. ProConnect uses the commodity code to route the request to the correct approval queue automatically.
Banner Entry & Email Forwarding	Approval Workflow in ProConnect
3. End-user enters request into Banner and forwards the Facilities approval email to requisitions@rowan.edu.	3. Facilities Approvers are notified and review in ProConnect: <ul style="list-style-type: none"> Standards & space check May request clarifications
Manual entry and email-based routing	Streamlined, system-driven workflow

Key Improvements in the New Process

- Eliminates manual email forwarding and Banner entry.
- Reduces errors through automated routing using commodity codes.
- Centralizes communication and approvals in ProConnect.
- Ensures transparency and consistent policy enforcement.

Keep in Mind:

All other OC&P and Rowan University policies and procedures still apply.