

REMOTE WORK ARRANGEMENTS (RWA) - COMMERCIAL FURNITURE FOR HOME USE

How do I purchase furniture for home use with ProD and/or Uvic Department funds?

To purchase furniture using your ProD and/or UVic funds for home use please submit a FMIS request to Facilities Management (FMGT). An Interior Modifications Planner (Planner) will be assigned to your request and will assist you with selection.

Your FMIS request needs to state that the request is for RWA and that you will be using ProD and/or UVic funds to complete the transaction. The planner will take your information and confirm funds with Accounting, then work with you to select, procure and have your products delivered to your home. [Your AO can help with submitting a FMIS request on your behalf.](#)

Your Planner will provide you with information on what's available in our Surplus stock. If your funds are limited this is a great option for gently used UVic Standard Furniture.

<https://www.uvic.ca/facilities/assets/docs/ipl-surplus-inventory-aug-30-2021.pdf>

We have created a list of 6 pre approved options for home office set ups to help you review sizes and products [October 2021 RWA 6 OPTIONS](#). This document is meant to provide information on UVic Standard Furniture to help you plan your home office layout. This combined with the assistance of a Planner will ensure you get the best ergonomic home office possible.

Note: Delivery and installation costs are included with the Greater Victoria area. Extra delivery charges may apply for areas outside Greater Victoria.

Note: Furniture purchased with ProD and/or UVic funds for home use while on RWA must be purchased through FMGT. These assets remain the property of UVic.