

Sample Special Order Furniture Project Timeline

(Pending confirmed delivery lead time)

Schedule is estimated for a sample comprehensive project - timelines may differ with levels of complexity. Simpler orders may have shorter timelines.

e-Builder Status				Total Estimated Schedule	Warranty	
Entered/Assigned (~6 weeks)		Design (~9 weeks)	Installation (~2 weeks)	~5 months	24 months/2 years	
Activities	Request Entered <i>(Requestor will receive an immediate email confirmation)</i>	Funding Has Been Confirmed <i>(Project timeline begins)</i>	Planning and Design			Installation
	Fiscal Officer Approval <i>(Request does not move forward to Assigned status until funding is approved by fiscal officer of unit making request)</i>	Scope Verified and Reviewed	Bidding			
		Consultant Selection and Procurement <i>(If Consultant required)</i>	Award			

Delays in funding or approvals, changes in scope, and pausing design will delay the overall schedule.

Projects placed on hold will be canceled after 3 months in hold status. To restart after cancellation, the project must be resubmitted.

Some standard furniture and furnishings do not require a Request for Service and may be purchased directly through Quali Financial System (KFS).

For a complete list, which you should check periodically for updates, visit:

[the IU Purchasing website and select the furniture spreadsheet](#)