

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT:** Office Furniture**EFFECTIVE DATE:** July 1, 2007

1. Policy

Southwest Tennessee Community College will provide standardized, aesthetically pleasing and functional office furniture to all employees. The standard configurations will apply at all levels of the College. Vice Presidents, Executive Directors, Directors, etc will be similarly furnished by rank. All furnishings will be durable and attractive.

2. Guidelines

- a) An annual inventory shall be taken of all office furniture noting the overall condition of each item. A minimum of \$100,000 shall be transferred to the unexpended plant fund annually (if college resources permit) to replace office furniture as needed;
- b) The Purchasing Department, in cooperation with the Physical Plant shall:
 - i. maintain lists of standard office furniture;
 - ii. work with vendors in preparing recommendations for purchase;
 - iii. work within established budget limits.

Source of Policy: Financial & Admin. Services**Related Policy:** N/A**Approved:** _____
President**Responsible Vice President for Financial
Administrator:** and Admin Services**TBR Policy Reference:** N/A**TBR Guideline Reference:** N/A**Date:** July 1, 2007

3. General

- a) The following criteria will be utilized in replacing furniture:
 - i. available budget;
 - ii. overall condition of the furniture;
 - iii. remaining life expectancy and ergonomics of the furniture;
 - iv. potential usefulness in another area.
- b) Existing furniture will be evaluated by Physical Plant to determine if it is economically feasible to repair or replace.
- c) All standardized furniture will be of a color, style, and durability that reflects the appearance of a professional office setting
- d) Personal items in an office are the responsibility and risk of the person occupying the office.
- e) Offices shall be maintained as a professional work environment.

4. Procedures

- a) Requests for the purchase of new office furniture must be submitted during the budget process when Plant Funds are requested. Justification must be included with the request.
- b) Request will be submitted to President's cabinet via the Vice President for Financial and Administrative Services.
- c) The President's cabinet will prioritize and forward to the Physical Plant.
- d) The Purchasing Department and Physical Plant will coordinate, evaluate, and select the type/style of replacement furniture to be purchased. The Purchasing Department will obtain price quotes for the furniture requested to be purchased.
- e) Old furniture being replaced will be evaluated for additional use in another area, or placed in storage for future use.
- f) Office furniture that can no longer be utilized will be disposed of through the proper surplus procedures.