

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE****SUBJECT:** Office Furniture**EFFECTIVE DATE:** July 1, 2007; Revised July 1, 2024**Purpose**

The purpose of this policy is to establish proper procedures for the management of office furniture at Southwest Tennessee Community College (“Southwest” or “the College”).

**Policy**

The College will provide standardized, aesthetically pleasing, and functional office furniture to employees who conduct College business in on-campus office space. The standard configurations will apply at all levels of the College. The offices of Vice Presidents, Chiefs, Executive Directors, Directors, etc will be similarly furnished by rank. All furnishings will be durable and objectively attractive based upon the intended use.

**Replacement and Repairs**

- A. The following criteria will be utilized in replacing furniture:
  1. Available budget;
  2. Overall condition of the furniture;
  3. Remaining life expectancy and ergonomics of the furniture; and
  4. Potential usefulness in another area.
- B. Existing furniture will be evaluated by the Chief of Administrative Services or designee to determine if it is economically feasible to repair or replace.
- C. All standardized furniture should 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 in a higher education setting.

**Procurement**

- 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. The request should be submitted to the President or designee via the Chief of Administrative Services.
- C. The President or designee will prioritize the request and share the prioritization with the Chief of Administrative Services.

- D. The Purchasing department and Chief of Administrative Services will coordinate, evaluate, and select the type and 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 use in another area or placed in storage.
- F. Office furniture that can no longer be utilized will be disposed of through proper surplus procedures. See the College's [Equipment Inventory Control Policy](#), 6:00:00:00/9 for further information.

### Inventory


- A. An annual inventory shall be taken of all office furniture noting the overall condition of each item. See the College's [Equipment Inventory Control Policy](#), 6:00:00:00/9 for further information. 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 Chief of Administrative Services shall:
1. Maintain lists of standard office furniture;
  2. Work with vendors in preparing recommendations for purchase; and
  3. Work within established budget limits.

Source of Policy: Finance & Admin Services

Responsible  
Administrator: Chief of Administrative Services

Related Policy: 4:00:00:00/9

TBR Policy Reference: 4.02.20.00

Approved:   
President

Date: July 1, 2024