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Revision Responsibility: Associate Vice President of Facilities and Safety  
Responsible Executive Officer: Vice President for Financial and Administrative Affairs

Source/Reference: [TBR Policy: 04.02.10.00 Purchasing Policy](#)

## **PURPOSE**

The purpose of this policy is to establish consistency in the furnishing and decorating of offices, reception areas, public areas, and student spaces as well as ensuring suitable quality at reasonable costs, the following standards have been adopted for utilization in furnishing and decorating offices, reception areas, and student spaces.

## **POLICY**

### **I. Scope**

The scope of this policy includes the furnishing and decorating of staff/faculty offices, reception areas, public areas, and student spaces.

### **II. Standards**

- A. Requests for new and/or replacement furnishings should be made based on a need. The source of funds from which the purchase will be made as well as the total estimated cost must be identified.
- B. No furniture should be purchased from Amazon, Wayfair, or comparable vendors without approval from the VP of Finance and Administration to ensure suitability, quality, and durability of items.
- C. In compliance with TBR policy, statewide contracts will be utilized as the first source from which to purchase furnishings. Individual office/conference chairs will be purchased from the current state contract. Where modular office components are appropriate, the purchase will be made from the current state contract.
- D. For reception areas in which items available from state contracts are not appropriate, other sources may be utilized as long as purchasing policies are followed. If there is a need to furnish an entire reception area, the request should include all similar items (e.g., sofas, chairs, tables, etc.) and should be submitted for bid, including specifications. If the need is to replace an occasional item, the request should be submitted to determine if a bid is necessary. Furnishings in this category are to be reviewed based on price, quality, suitability, and comparability to other similarly furnished areas. For exceptions to this policy, the Vice President of Finance and Administration will review the request for approval.
- E. The college has defined paint and other finishes and accessories to be utilized as a standard for areas receiving renovations. A variety of finishes are available from which selections may be made by individual departments/offices.
- F. With respect to decorations (e.g., wall hangings, plants, etc.), departments may request the purchase of such items from departmental funds for reception/public traffic areas. If suitable artwork is not available from the Columbia State Foundation's collection. However, departmental funds may not be used to decorate individual offices.



- G. An entire plan for the decoration of a reception area should be submitted as one request to allow an assessment of the proposed cost of such furnishings. Although a maximum dollar amount is not specified, the total request must represent reasonable selections and costs.
- H. All furnishings, paint, carpet, and other finishes must be submitted through the office of Facilities for approval. Exceptions to this policy may be considered by the Vice President of Finance and Administration upon recommendation by the office of Facilities.

*New Policy July 2024. Reviewed and accepted by Cabinet, approved and signed by the president July 2024*