

COMMUNITY COLLEGE OF DENVER

Title: Purchasing Furniture

Guideline #: PO – 8

Approved: December 11, 2017

References: None

Approved By: Dr. Everette J. Freeman, President

1. PURPOSE

To establish guidelines to assure that Community College of Denver's (College) furniture conforms to the standard throughout the College's classrooms, labs, offices, conference rooms, reception areas, student lounges and other spaces.

2. APPLICABILITY

This guideline applies to all College faculty and staff.

3. DEFINITIONS

Furniture is defined as any piece of moveable equipment used to make an office, classroom, or other College space suitable for working and teaching. Equipment includes, but is not limited to, desks, chairs, cabinets, cubicles, tables, etc.

4. GUIDELINES

The College recognizes that staff are located in College-owned and shared space on the Auraria Campus. It is also understood that furniture in offices, classrooms, open areas, etc., vary greatly depending on the building. It is the College's desire that furniture purchases be made so as to create a professional appearance in addition to maintaining a standard consistent look in the work area. As such, all furniture purchases shall be coordinated with Facilities Management Services using approved vendors. All furniture must be purchased with departmental funding, unless the College has identified alternate funding, and shall follow State, College and departmental purchasing guidelines.