

Title: Purchasing -- Office Furnishings Standards
Code: 5-400-020
Date: 4-1-92
Approved: JDM

Policy

Office furnishings purchases for all Boston College personnel, including faculty, are to conform to furnishings standards established by the University.

A breakdown of the types and quality of office furnishings that may be purchased by each level of University personnel is available from the Purchasing Department. Product information, including pricing, is available to departments on the UBUY furniture contract screens or from the Purchasing Department directly.

All office furnishings purchases are to be processed through the UBUY system, and are subject to the established approval procedures of that system. Requests for purchases that exceed the standards for a given personnel level must be approved, in writing, by the cognizant vice president. Such approvals must be forwarded to the Purchasing Department prior to initiation of the UBUY purchasing process. Reports of purchases that exceed the standards are to be forwarded regularly by the Purchasing Department to the Executive Vice President.

The established office furnishings standards are applicable not only to all routine operational purchases of office furnishings, but to all capital projects purchases as well.

WWW: July 31, 1997
