

EVERGREEN

Office of the President
The Evergreen State College - Olympia, Washington 98505

Policy Approval Form

This is the official approval form for College Policies and Procedures. When completed and signed, this form will reside with the finalized policy in the President's Office. Completed and approved policies will be posted on the College Policies Web site (www.evergreen.edu/policies).

(Proposed) Policy Title: Furniture Purchasing Policy

Policy Steward: Director of Facilities

Summary of New Policy/Changes for Updated Policy

Purpose/Rationale: To ensure that furniture, both new and used, purchased with any college funds meets the needs of the college including quality of construction, warranty compliance, ability to repair and availability of parts.



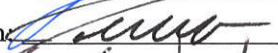
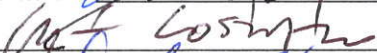

Requires that all furniture purchase are coordinated and approved by the Manager of Space Planning.

Full Policy must be attached.

Consultation in the Development of this Policy:

Manager of Space Planning
Director of Business Services
Director of Facilities
Purchasing and Contracts Manager

Approvals:

<input type="checkbox"/> President: 	Date: <u>1-28-13</u>
<input type="checkbox"/> Vice President for Academic Affairs and Provost: 	Date: <u>28th 2013</u>
<input type="checkbox"/> Vice President for Finance and Administration: 	Date: <u>JAN 23 2013</u>
<input type="checkbox"/> Vice President for Student Affairs: 	Date: <u>1/23/13</u>
<input type="checkbox"/> Vice President for College Advancement: 	Date: <u>1/23/12</u>

Date Policy posted to Web: 2-4-2013