

**CLASSIFICATION: Business and Noninstructional
Operations****ADOPTED: 4/8/86****REVISED: 9/13/95****SUBJECT: Furniture, Purchase of****PAGE: 1 of 1**

The Purchasing/Contracts Unit, Internal Business Services Section, is responsible for the ordering and purchasing of furniture for all programs of the County Superintendent of Schools. All furniture purchases shall be functional, of sufficient quality to encourage long life, and shall be standardized in a manner to be consistent with other furniture in use at the site. All furniture purchases shall reflect appropriate ergonomics.

The Assistant Superintendent, Business Services Division, shall develop and maintain standardized furniture purchase for all programs of the County Superintendent of Schools. Any exceptions to these standardized purchases will require specific approval of the program's assistant superintendent. Consideration shall always be made to standardize all purchases at a site to provide flexibility in moving furniture among offices, work stations, and programs.

Board Policy No.: 3310**Administrative Regulation No.: 3310****Derivation: Former Administrative Regulation No. 3421, Adopted 4/8/86. Amended, Renamed, and Renumbered 3310.1, 9/13/95.**