

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

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| Furniture, Fixtures and Equipment Purchase Controls | | SOP #: FIN.034.00 |
| Effective Date | 11/01/24 | |
| Last Revision/Review | | |

1. Purpose

The purpose of this procedure is to ensure appropriate review and controls are exercised over the selection, placement, and use of FFE, to promote efficient and safe use of space resources and College funds.

2. Related Policy/Authority

Policy B3011 Fiscal Management

Policy B4010 Security and Public Safety

3. Faculty/Staff Responsibilities

The President and Dean are responsible for setting standards for the appearance and safety of the College's owned and leased facilities and may delegate the oversight and maintenance of these standards from time to time. Vice President of Administration/CFO is responsible to ensure that an overall structure of sound internal controls over purchases is implemented, including obtaining appropriate multi-level approval of purchases and adherence to established requirements. The Associate Vice President of Administration is responsible for providing a safe, cost effective and uniformly appropriate allocation of standard FFE for College employee use.

The Controller is responsible for the implementation and oversight of these procedures.

4. Definitions/Abbreviations

FFE = Furniture, Fixtures, and Equipment refers to moveable furniture, fixtures, or other equipment that have no permanent connection to the structure of a building.

Building finishes include floor, window, and wall treatments.

Decorations include both artworks mounted to walls and small items of personal property that belong to the employee.

5. Procedural Steps

1. FFE, building finishes and decorations standards have been established and approved by the College's executive leadership. The Associate Vice President of Administration approves all purchases of standard office FFE and building finishes in accordance with these standards; the Controller ensures that any other related purchase requisitions submitted for approval outside of the Associate Vice President's budget authority adhere to approved standards and may route any proposed purchase requisition to the Associate Vice President of Administration for approval.
2. All FFE and building finishes for offices, classrooms, public areas, lounges, and laboratories are subject to Associate Vice President of Administration approval.

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3. Employees must use College-purchased FFE and building finishes on College property.
4. Decorations may be brought into College spaces by employees but are subject to review and approval by the President or Dean or their designee. Personal items brought into workspace are the employee's responsibility. The College will not replace or reimburse if a personal item is broken or damaged.

6. Reports/Charts/Forms/Attachments/Cross References

None

7. Maintenance

Office of the Controller; updated whenever an external reporting requirement is added or changed.

8. Signature

Approved by

VP Administration/CFO

11.1.2024

Date

9. Distribution List

Internal/External

10. Revision History

| Revision Date | Subsection # | Summary of Changes | New/Cancellation/Replacement Procedure? (if applicable) | Approval Date |
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