

NON-INSTRUCTIONAL SERVICES: Purchasing

Furniture, Fixtures, and Equipment

I. PURPOSE

TO ESTABLISH GUIDELINES FOR THE SELECTION, PURCHASE, AND INSTALLATION OF FURNITURE, FIXTURES, AND EQUIPMENT FOR NEW SCHOOL CONSTRUCTION PROJECTS, BUILDING RENOVATIONS AND ADDITIONS.

II. [ 1.] DefinitionS

*Furniture, fixtures, and equipment (FF&E)* - MEANS THOSE MOVEABLE, DURABLE, LONG-LASTING ITEMS [includes furnishings, fixtures, and equipment] necessary to equip new school CONSTRUCTION projects, building renovations, [or] AND additions for student and administrative use.

III. [2.] Budget Determination

A. When a project is included in the proposed capital budget, the superintendent will determine the initial FF&E funding, UP TO [generally] 10% of the construction estimate. For the purposes of this calculation, cost of construction does not include site acquisition, engineering and design, road improvements and other costs not directly related to the specific cost of constructing the building. [If there are construction cost overruns, due to bids higher than anticipated or changes in scope during design or construction,]

1. F[f]unds may be diverted from the available FF&E amount to cover CONSTRUCTION COSTS IF NECESSARY. [this additional expense.]
2. [Conversely,] FF&E funds may be increased if specific needs are demonstrated and funding is available from other project accounts.

B. [A.] Initial FF&E Funding

1. The Superintendent shall use 10% as a general guide only and this can vary according to type of project, special needs of the school, and funding availability.

IV. [3.] Eligible Expenditures

[Items that are permanently attached to the building structure are considered part of the construction portion of the budget.]

- A. Eligible Expenses for FF&E
  - 1. Examples of items that may be purchased with FF&E funds include: desks, chairs, tables, office furniture, desktop computers, TECHNOLOGY HARDWARE FOR INSTRUCTION, SERVERS, network hardware, cafeteria tables, and audio-visual equipment. FF&E funds may also be used for specialized items necessary to equip art, music, science, [and] technical education rooms, special education rooms, and physical education space when those classrooms are part of the new construction, renovation, or addition.
- B. Ineligible Expenses for FF&E Funds
  - 1. If the [school is building] CONSTRUCTION PROJECT IS an addition, FF&E funds may not be used to purchase any items for the existing school building. Items that may not be purchased with FF&E funds include, but are not limited to: supplies and materials, textbooks, uniforms, sports equipment, some musical instruments, vehicles, laptop computers AND OTHER MOBILE ELECTRONIC DEVICES, office supplies, library books, wall-mounted chalkboards, kitchen serving lines, kitchen equipment, software, and related licenses for computers that are not part of the capital project.

**[4. Accounting Procedures**

The Office of Budget and Reporting will verify that the FF&E amount is consistent with the appropriation and notify capital accounting the agency, project number, and dollar amount so that capital accounting can establish the FF&E objects. Budget and reporting will notify the office of Purchasing of the approved FF&E amount. Capital accounting will notify budget, facilities, and purchasing when the account is established and purchase orders may be processed. The Office of Budget and Reporting will approve purchase orders to ensure the proper account codes are used.]

**V. [5.] COMPLIANCE [Coordination with the School]**

- A. THE DEPARTMENT OF FISCAL SERVICES WILL ASSIST SCHOOL ADMINISTRATORS IN COORDINATING PURCHASES OF FF&E WHILE ENSURING THAT EXPENDITURES MEET THE NEEDS OF STUDENTS AND STAFF WHILE STAYING WITHIN BUDGETED

FUNDING [Once the budget is approved and the project is scheduled to begin, within a few months, the Office of Budget and Reporting will coordinate the expenditure of funds with the appropriate principal and representatives from the Offices of Purchasing, Facilities, the Division of Curriculum and Instruction, and the appropriate area assistant superintendent in advance of purchases. When a new school is being built, coordination by the Office of Budget and Reporting shall be initiated after the new principal is appointed.].

- B. THE DEPARTMENT OF FISCAL SERVICES WILL IMPLEMENT PROCEDURES FOR THE ESTABLISHMENT OF BUDGETS, PURCHASE OF FF&E, AND THE RECORDING OF CAPITAL ASSETS IN THE FIXED ASSETS INVENTORY SYSTEM.

**[6. Ordering information**

- A. The principal is responsible for identifying items to be purchased with FF&E funds, and for submitting a proposed budgets for all proposed FF&E expenditures to the Office of Budget and reporting before any purchase orders can be processed.
- B. The Office of Budget and Reporting will review the purchase orders and approve as to the suitability of what is being purchased, in order to ensure that every proper account code is used, and to monitor the adopted budget.
- C. Purchase orders will then be sent to the Office of Purchasing for processing.

**7. Project Completion and Close Out**

- A. FF&E funds may be spent as long as funds are available and the project remains open.
- B. The Office of Budget and Reporting will notify Capital Accounting to close the FF&E account when all funds are expended or when the project manager in facilities determines that there will be no additional construction expenditures.
- C. The Office of Budget and Reporting will, upon completion of the project, notify the Office of Purchasing that no additional FF&E purchase orders should be processed.]

LEGAL REFERENCES: *ANNOTATED CODE OF MARYLAND*, EDUCATION ARTICLE §5-112, *BIDS*

RELATED POLICIES: BOARD OF EDUCATION POLICY 3000, *NON-INSTRUCTIONAL SERVICES*  
BOARD OF EDUCATION POLICY 3200, *PURCHASES FROM MINORITY AND SMALL BUSINESS ENTERPRISES*  
BOARD OF EDUCATION POLICY 3209, *PURCHASING PRINCIPLES*  
BOARD OF EDUCATION POLICY 3210, *PURCHASING GUIDES*  
BOARD OF EDUCATION POLICY 3220, *INVENTORIES*  
BOARD OF EDUCATION POLICY 7310, *DETERMINATION OF SCHOOL CONSTRUCTION COSTS*

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Superintendent of Schools