

**Designing****PURCHASING INITIAL EQUIPMENT AND FURNITURE--PROCEDURES**

In purchasing initial equipment and furniture for new construction, additions and remodeling, the following procedures shall be used:

- I. Facilities Planning and Construction shall establish the initial equipment budget based upon prior experience, approved modifications in the program, and cost increases due to the prevailing economic conditions.
- II. Facilities Planning and Construction will make known to appropriate personnel the furniture and equipment budget for a new facility. An area with the responsibility for development of procedures of Furniture, Fixtures & Equipment shall exist in Facilities Planning and Construction. This area shall develop appropriate timetables and budgets to ensure timely, economical and standardized Furniture, Fixtures & Equipment as far as possible.
- III. Facilities Planning and Construction shall be responsible for:
  - A. Establishing standard equipment lists;
  - B. Reviewing equipment list with school;
  - C. Reviewing and modifying standard equipment list for project needs;
  - D. Determining whether or not the requests are within the budget.

Specific Authority: 230.22(2) F.S.

Law Implemented, Interpreted, or Made Specific: 230.23(9)(a); 235.211 F.S.

**History: THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA**

Repromulgated: 12-11-74

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