

NON-INSTRUCTIONAL SERVICES: Purchasing

Furniture, Fixtures & Equipment**1. Definition**

Furniture, fixtures and equipment (FF&E) includes furnishings, fixtures, and equipment necessary to equip new school projects, building renovations, or additions for student and administrative use.

2. Budget Determination

When a project is included in the proposed capital budget, the SUPERINTENDENT [Office of Budget and Reporting] will determine the initial FF&E funding, 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, funds may be diverted from the available FF&E amount to cover this additional expense. Conversely, FF&E funds may be increased if specific needs are demonstrated and funding is available from other project accounts.

a. Initial FF&E Funding

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.

3. Eligible Expenditures

Items that are permanently attached to the building structure are considered part of the construction portion of the budget. [Periodic audits by Baltimore County government require that items purchased with local capital funds must remain at the school for which it was funded.]

A. Eligible Expenses for FF&E

Examples of items that may be purchased with FF&E funds include: desks, chairs, tables, office furniture, DESKTOP computers, NETWORK HARDWARE, [software,] 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

If the school is building 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, 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.

[C. Decision Making Authority

The Office of Budget and Reporting shall determine the scope of FF&E funding.]

4. Accounting Procedures

[The Department of Physical Facilities will initiate an activity allotment coding structure to allocate FF&E funds.] 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.

5. Coordination with the School

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 [representatives from the school] and representatives from the Offices of Purchasing, Facilities, the DIVISION [department] of Curriculum and Instruction, and the appropriate AREA ASSISTANT SUPERINTENDENT [Executive Directors of Schools] in advance of purchases. When a new school is being built, coordination by the Office of Budget AND REPORTING shall be initiated after the principal is appointed.

6. Ordering Information

- A. The principal is responsible for identifying items to be purchased with FF&E funds, and for submitting a proposed budget 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 the 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 [for up to one year after the construction portion of the project is complete, unless an extension is granted by Budget and Reporting. Any remaining FF&E funds will be transferred back into the general project budget].
- B. The Office of Budget and Reporting will notify Capital Accounting to close the FF&E ACCOUNT [object] for the school WHEN ALL FUNDS ARE EXPENDED OR WHEN THE PROJECT MANAGER IN FACILITIES DETERMINES THAT THERE WILL BE NO ADDITIONAL CONSTRUCTION EXPENDITURES [after one year or following the amount of any extension, whichever is greater].
- C. The Office of Budget and Reporting will, upon completion of the project, notify the Office of Purchasing that no additional FF&E purchasing orders should be processed.

[See also Policy 3220, “NON-INSTRUCTIONAL SERVICES: Purchasing Services-Inventories”]

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Superintendent of Schools