

## **POLICY FOR OFFICE FURNITURE & STANDING DESK PURCHASES**

July 2015

Columbia Business School provides standard furniture, which is either in stock, or available from approved University vendors, to all faculty and staff in University offices.

As with all procurement, the Columbia Business School seeks to be careful stewards of tuition and donor funds, and to replace furniture and equipment only when necessary and with the most economical allowable choice. In particular, as we plan for the Manhattanville move, we seek to avoid un-necessary furniture purchases that we will not be able to use in the new building.

If faculty members require the ability to work standing up, rather than in a normal desk chair, the School will provide a table top computer stand (Veridesk) from the operating budget, which allows the user to stand or sit and work at the computer as desired.

If faculty members wish to upgrade this equipment and instead order an adjustable standing desk for their University office, then they must do so through Operations from an approved University vendor. In this case, they will be asked to fund the difference of the price between the standard solution and the desk personally, either out of pocket or from their COSTAR account.

The dean's office will consider past furniture purchases and other COSTAR spending when evaluating requests for additional COSTAR funds.