



ST. ANDREW'S  
COLLEGE  
Cambridge

COLLEGE POLICY DOCUMENT

**Boarding House – Ordering of Furniture**

<b>Issue No.:</b> 01	<b>Document Number:</b> STAN0012012
<b>Issue Date:</b> February 20 <sup>th</sup> 2012	<b>Originator:</b> Wayne Marshall
<b>Version:</b> 05	<b>Responsibility:</b> Hanna Claydon
<b>Reason for version change:</b> Annual update	<b>Dated:</b> 14.7.16
<b>Authorised by:</b> Hanna Claydon <b>Date:</b> 14.7.16	<b>Signature:</b>

This policy has been drawn up to clarify and to give instruction to house managers on how to obtain furniture for their respective boarding houses.

The procedure will be as follows:

1. If any house manager believes that existing furniture needs to be replaced or that there is a requirement for new furniture within their hall of residence they should fill out the attached form.
2. On completion of the form it should be handed to Hanna Claydon for review.
3. If authorised, the form will be passed to David McEwan-Cox who will facilitate the ordering of the furniture and advise the house manager of the lead time expected.
4. If the request is declined then the reason why will be stated on the form by the company director responsible and returned to the house manager.
5. The house manager can apply again based on the directions shown in the returned form.

**Review: 2013, 2014, 2015 and 2016**

**Next review: July 2017**



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**Boarding House – Ordering of Furniture Form**

<b>Boarding House:</b>	
<b>House manager:</b>	
<b>Date:</b>	

Questions	Responses
1. Is the furniture required to replace existing or new?	
2. Please justify the replacement or purchase.	
3. What is the potential cost per unit?	
4. What is the total cost?	

Please circle

Authorisation	Yes	No
Name & Signature of company director responsible:		

**If authorised please pass the form to David McEwan-Cox if no please specify reason below and return the form to the house manager.**

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