## Furniture

Furniture: The money is for the kids. Furniture is only reimbursable in very rare circumstances, and the expenditure must be preapproved with documentation beyond a shadow of a doubt that the piece of furniture purchased is absolutely necessary to meet program objectives for the students. In order for furniture to be approved. The following list (inclusive, but not limited to) helps further define furniture: Desks, chairs, wire/wooden/metal/plastic shelves, storage cabinets, locking storage cabinets, tables, benches, stools, etc.

Prior to purchasing the furniture, a written request must be submitted to the 21st CCLC Program Manager. The request must have prior written approval before the purchase is made. The request must include:

* A description of the need for the furniture along with an assurance that the learning center does not have access to or currently does not possess the furniture needed.
* A justification of how the equipment will enhance academic programming and fulfillment of the overall 21st CCLC program objectives.
* At least one (1) price quote (additional price quotes may be requested by NMPED) along with information about the funding currently available to purchase the furniture.

In addition, if purchasing furniture with a unit cost of $5,000 or more, prior to purchasing the equipment, the prior written approval [form](https://webnew.ped.state.nm.us/bureaus/administrative-services/fiscal-grants-management/) must be submitted to NMPED for written approval.

The invoice should include the detailed receipt or invoice along with the NMPED furniture purchase approval form.

Please attach the required information to this form and submit to Christina Weeks. christina.weeks@ped.nm.gov

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LEA/CBO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NMPED 21st CCLC Program Approver\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**