

**LEELANAU COUNTY
BOARD POLICY**

GENERAL SUBJECT: Building & Property Policies
Administrator

Policy No. **4.01**

SPECIFIC SUBJECT: Office Furnishings Policy

Adopted: 03/16/1993

Revised: 12/17/2013

APPLIES TO: Leelanau County Government and Law Enforcement Center Offices

PURPOSE: It shall be the policy of the Leelanau County Board of Commissioners that County offices shall, to the maximum extent possible, be tastefully and suitably decorated

1. Such décor may include office equipment and furniture purchased in accordance with the office furniture standard established by the County Board of Commissioners and such other miscellaneous furnishings including, but not limited to, bulletin boards, prints, plants, etc.
2. Office furniture and other office décor may be purchased at the discretion of the department head from his or her supply and equipment line item.
3. Such purchases shall be consistent with demeanor and atmosphere conducive to County operations and the overall presentation of County offices as business-like, professional, service-oriented environments.