

FURNITURE PURCHASE REQUEST

FACILITIES PLANNING AND CONSTRUCTION DEPARTMENT



* REQUESTOR'S INFORMATION (1)

NAME _____ DEPARTMENT _____
PHONE # _____ EMAIL ADDRESS _____

* FURNITURE LOCATION INFORMATION (2)

LOCATION _____ (Proposed location for furniture)
CAMPUS _____ BUILDING _____ ROOM # _____
ROOM TYPE _____
(OFFICE, CONFERENCE, RECEPTION, COMPUTER LAB, LECTURE CLASS, ETC.)

* DESCRIPTION OF REQUEST (3)

Please provide detailed information regarding this request.

OFFICE FURNITURE (4)

DESKS TYPE

Part-timer/Student Worker - Qty: _____ Administrator - Qty: _____ Faculty/Staff - Qty: _____

CHAIRS TYPE

Staff/Faculty - Qty: _____ Conference - Qty: _____ Office Guest - Qty: _____

Lobby/Waiting - Qty: _____ Dining/Breakroom - Qty: _____ Bistro Height - Qty: _____

TABLES

Conference - Qty: _____ Administrator - Qty: _____ Work/Utility - Qty: _____

STORAGE

4 Drawer File Cabinet - Qty: _____ Book Shelf - Qty: _____ Industrial Storage Shelf - Qty: _____

2 Drawer Lateral File - Qty: _____ 4 Drawer Lateral File - Qty: _____ High Book Shelf - Qty: _____

Low Book Shelf - Qty: _____ 2 Drawer File Cabinet - Qty: _____

CLASSROOM FURNITURE (5)

CHAIRS

Computer Lab - QTY: _____ Lecture Classroom - QTY: _____ Science Lab Stool - QTY: _____

Training Room - QTY: _____ Instructor - QTY: _____

TABLES

Size and type will be impacted by existing building furniture

Lecture/Training - Qty: _____ Testing with dividers - Qty: _____ Computer Lab - Qty: _____

Instructor - Qty: _____ Nesting - Qty: _____

MISC. (6)

Breakroom Table - Qty: _____ Printer cart/stand - Qty: _____ Other: _____

FOR FACILITIES PLANNING & CONSTRUCTION DEPARTMENT USE ONLY

Project #: _____ Date quote provided: _____ Project Manager: _____

If you have any questions or need assistance with filling out this form, please do not hesitate to contact our office at (956)665-2770.