Instructions: All requests for furniture and accessories for existing spaces or facilities, including spaces that are currently not occupied by the requestor are to be submitted using this form. After obtaining the preliminary approval signatures, please forward this form to Facilities Management.

1. Title of Request:
2. Date of Request:
3. Your Department Point of Contact:
4. Request type:
5. Select one of the following:
6. [ ]  This is a request for new furniture/accessories for an existing space currently occupied by the requester.
7. [ ]  This is a request for new furniture/accessories for and existing space NOT currently occupied by the requester.
8. [ ]  This is a request for refurnishing/refinishing existing furniture for an existing space currently occupied by the requester.
9. Location of existing space:
10. building: Click or tap here to enter text.
11. Room: Click or tap here to enter text.
12. Description of Request: Click or tap here to enter text.
13. Justification of request: Click or tap here to enter text.
14. Consequences if this request is not completed: Click or tap here to enter text.

­­­­­­­­­­­­­­­­­­Funding:

1. [ ]  Funding available from the requestor (Facilities Management will provide a cost estimate before funds are committed).
2. Preliminary Approval Signatures:

Supervisory (cost less than 25k) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/Office Chair (cost less than 25k) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean (if applicable)(cost less than 25k) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President (cost more than 25K) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facilities Management signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_