

FURNITURE PURCHASE REQUEST
 FACILITIES PLANNING AND CONSTRUCTION DEPARTMENT



* REQUESTOR'S INFORMATION (1)	
NAME _____	DEPARTMENT _____
PHONE # _____	EMAIL ADDRESS _____

* FURNITURE LOCATION INFORMATION (2)	
LOCATION _____ <i>(Proposed location for furniture)</i>	
CAMPUS	BUILDING
ROOM #	
ROOM TYPE _____ <small>(OFFICE, CONFERENCE, RECEPTION, COMPUTER LAB, LECTURE CLASS, ETC.)</small>	

* DESCRIPTION OF REQUEST (3)
<i>Please provide detailed information regarding this request.</i>

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		
<i>Size and type will be impacted by existing building furniture</i>		
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.