



FURNITURE REQUEST FORM

Requisitioner	
Department	
Location	
Extension	
Email	

Description of Furniture Requested and Justification for Need

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Description of Furniture to be Removed, *if applicable*

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Chair, Director or Vice President's Name

Date

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Standard Furniture Options

Please check desired item below & indicate quantity (qty).

Private Office

- Desk with Left Return; Qty: _____
- Desk with Right Return; Qty: _____
- Desk – no return; Qty: _____
- Office Chair; Qty: _____
- Guest Chair; Qty: _____
- Bookcase; Qty: _____
- Lateral file; Qty: _____
of Drawers _____
- Vertical file; Qty: _____
of Drawers _____
- Table; Qty: _____
Size _____
Shape _____

Other:

Lobby/Lounge

- Sofa; Qty: _____
- Loveseat; Qty: _____
- Lounge Chair; Qty: _____
- Table; Qty: _____
- Guest Chair; Qty: _____
- Occasional Table; Qty: _____

Classroom

- Student Desk – single
- Student Desk – multiple; Qty: _____
- Desk Chair; Qty: _____
- Arm Chair; Qty: _____

- The College attempts to standardize offices, furniture, and equipment requirements to achieve optimum personal comfort and durability to meet long-term department requirements.
- Finishes and dimensions will be verified after field visit.
- Priority will be based on need and available funding.