

**FURNITURE REQUEST FORM**

Instructions: All requests for furniture for existing spaces or facilities, and requests for spaces that are currently not occupied by the requestor are to be submitted using this form.

Title of request: \_\_\_\_\_

Date of request: \_\_\_\_\_

Point of contact for questions: \_\_\_\_\_

Descriptions of request:

A. Description / Scope of Work

B. Justification for request:

C. Consequences if this request is not completed:

Funding: Select one of the following:

- Funding available through departmental funds
- Funding unavailable, and requires approval from Dean's Office or Finance