



Furniture & Equipment Request Form

Division / Program:

Building / Room #:

Dean / Director:

Point of Contact:

Email:

Email:

Extension:

Extension:

Vice President:

Requested installation date:

Proposed funding source:

Proposed budget:

Please give a brief description of the furniture and equipment you are requesting:

Please copy and place the verbiage or web link below to reflect where this request is listed in your Program Review (PR). If you are in Instruction this is section **V.E** of your PR. If you are in Student Services it is **part 6** of your PR. For Finance it is **Part 5** of you PR.

Dean / Director Signature _____

Date _____

Department's Vice President Signature _____

Date _____

Received by FF&E Signature _____

Date: _____

College Operations Signature _____

Date: _____

Approved funding source: _____

Facilities Planning Team Review: _____