

SUNY OLD WESTBURY FURNITURE REQUEST FORM

Instructions: All requests for furniture and accessories for existing spaces or facilities, requests for spaces that are currently not occupied by the requestor are to be submitted using this form. Please complete items I. through V. and forward this form to the Capital Planning Office. After review, Capital Planning will provide a cost estimate and return the form to you for appropriate departmental approvals and account to be charged.

I. Title of request: _____ **II. Date of request:** _____

III. Requestor or point of contact for questions: _____

IV. Request type:

- a. Select **one** of the following:
 - i. This is a request for new furniture/accessories for an existing space currently occupied by the requestor.
 - ii. This is a request for new furniture/accessories for an existing space NOT currently occupied by the requestor.
 - iii. This is a request for refurbishing/refinishing existing furniture for an existing space currently occupied by the requestor.
- b. Location of existing space:
 - i. Building: _____
 - ii. Room: _____

V. Description of request:

a. Scope of work:

b. Justification for request:

c. Consequences if this request is not completed:

VI. Funding:

- a. Capital Planning or Purchasing estimate the cost to be \$ _____.
- b. It is the Requestor's Department responsibility to fund the request. Funds are available in Account # _____.

VII. Approval signatures:

APPROVAL AUTHORITY	SIGNATURE	DATE
DEAN OR DEPARTMENT HEAD (IF < \$10,000)		
VICE PRESIDENT (IF ≥ \$10,000 BUT ≤ \$25,000)		
VICE PRESIDENT (IF > \$25,000)		
CHIEF FINANCIAL OFFICER (IF > \$25,000)		
CAPITAL PLANNING OFFICE		
PURCHASING OFFICE		