

**Divisional Furniture Request Form**

School Name: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Item Description	Color	Size		Rationale
		Height	Width	

Provide exact specs on item you are requesting (color, size etc)  
If you are requesting an item as a replacement, please provide pictures of the item to be replaced  
Prioritize items being requested  
Quotes / Pricing will be obtained from vendors directly by Purchasing  
Please submit your completed request form to the Purchasing Manager no later than April 15