

Arts & Sciences Furniture Request Form

Step 1) Please complete this form to request replacement of non-repairable office furniture to be purchased with funding from the A&S Dean's Office. This form may also be used to request new office furniture funded through new faculty start-up agreements and non-repairable replacement furniture for department assigned spaces. After completion, please forward to your department chair for signature.

Step 2) Once signed, the department chair will send this form to the A&S Dean's Office who will contact the department chair or administrative coordinator to set up a time for inspection, if necessary. After completion of the inspection, the A&S Dean's Office will forward the furniture request form to the Interim Associate Vice President for Facilities, for project scheduling and a cost estimate.

Step 3) The furniture request form, complete with cost estimate, will be returned to A&S Dean's Office for budget approval. Approval confirmation from the A&S Dean's Office will be forwarded to the University's Interior Designer for processing.

Please note: For items in need of repair, please complete the work order form located on the Facilities website: <http://facilities.richmond.edu/requests/index.html>. Stolen items should be reported to the Director of Safety Services & Risk Management.

Order Request Section: (This section to be filled out by the person requesting furniture replacement)

Name: _____ Phone Extension: _____ Date of Request: _____

Department: _____

Building: _____ Room Number: _____

Description of Need and Justification:

Department Chair's Signature: _____ Date: _____
(By signing above, you acknowledge that the aforementioned item(s) require replacement.)

Would you like an assessment from the University's Interior Designer? YES NO

Requested Funding Source A&S Dean's Office Consider Surplus Items Only Other Funding Source: _____

In an effort to support University sustainability, repurposed furniture of good quality will be used whenever possible. <http://sustainability.richmond.edu/index.html>

Facilities Cost Estimate: \$ _____

Surplus items available? YES NO Notes: _____

Approval Section: (For A&S Dean's Office Use)

Request Approved Request Denied

A&S Dean's Office Approval: _____ Date: _____

Index-Account Code: _____