**TO: Director of Purchasing**

**FROM (School/Facility Name):** ****

**Date: **

**Reason for Request: If other, please explain below.**





**\*\*\*Furniture requests will be evaluated based on need and availability of funding\*\*\***

**Type of Furniture Requested:**

**Grade Level Room#\_\_\_\_\_\_\_\_\_** (Please submit one form per room)

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If other, please describe (cafeteria, P.E., Spec. Ed., etc….):

**Furniture Description and Quantity**

**\*\*\*Product pricing, descriptions and other information can be found in the furniture catalog located on the district's intranet Purchasing page. If you are unsure of your needs or require additional assistance, please contact the Purchasing Department. \*\*\***

**Qty Item Description Color, Fabric, and Other Required Order Information**

**** *(Desk Example)***

** Teacher Desk** 

** Teacher Chair** 

** File Cabinet, 4drawer** 

** Student Desk (#7457)** 

** Student Desk (#7458)** 

** Student Desk (#9500)** 

** Student Desk (#2121)** 

** Student Desk (#2111)** 

** 13 1/2" Student Chair (#7103)** 

** 15 1/2" Student Chair (#7105)**  

** 17 1/2" Student Chair (#7107)**  

** Activity Table, 2'x4' (#1210)** 

** Activity Table, 30"x72" (#1250)**  

**Qty Description Color, Fabric and Other Required Order Information**

** Workroom Table 3'x6' (#1260)**  

** Activity Table 48" Round (#1280)**  

** Horseshoe Table** 

** Computer Table, 30"x60" (#CD60)**  

** Mobile Book Display #0537JC** 

** 25 Tub Cubby w/tubs #4026JC** 

** Big Book Holder #0543JC** 

** 2 Shelf Mobile Unit #0392JC** 

** Early Childhood Kitchen Set (#2030JC)** 

** Cafeteria Table w/seats**  

** Cafeteria Table w/o seats**  

** Other** 

** Other** 

**Special Instructions:** 



