

FURNITURE REQUEST AND APPROVAL FORM

Date:

Request #:

STEP 1: FURNITURE REQUEST

Campus:

Building:

Room(s):

Description:

Desired Installation Date:

Purchase Request Approval: Your signature means that you are in favor of the purchase, and it can move forward to design/pricing. **This approval does not mean that funding has been approved.**

Requestor

Department Chair/Dean

VP/Provost

VP/Finance & Operations

Approved form (Step 1) should be emailed to Facilities@mga.edu. When budget estimate is complete, Facilities will email this form back to requestor to proceed with Step 2.

STEP 2: FURNITURE FUNDING AND APPROVAL:

Furniture Quote (Attach copy of estimate): \$

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Purchase Approved/Not Funded:

Purchase is approved but funding is not available. Quote will be added to end-of-year request list.

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Purchase Approved/Funded: Institutional Funds/Grant/Departmental Budget/Year End Dept.

Chair/Dean

VP/Provost

VP/Finance & Operations

Approved form (Step 2) should be emailed to Facilities@mga.edu

STATUS OF REQUEST:

Order Placed - PO #