

## FURNITURE REQUEST FORM

Please complete this form to the best of your ability and email to [masterplanning@umassd.edu](mailto:masterplanning@umassd.edu)

### CONTACT INFORMATION

Requestor Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Department/Location: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
End User Name: \_\_\_\_\_ Campus Location Needing Furniture: \_\_\_\_\_

### BUDGET INFORMATION FOR NEW FURNITURE PROCUREMENT

Speed Type: \_\_\_\_\_ Budget Allocated for Project: \_\_\_\_\_

### REQUESTING:

- Reconfigure Existing Furniture       Check University Furniture Inventory  
 Purchase New Furniture       Other

- Desk; Qty: \_\_\_\_\_
- Task Chair; Qty: \_\_\_\_\_
- Guest Chair; Qty: \_\_\_\_\_
- Podium; Qty: \_\_\_\_\_
- Student-Table; Qty: \_\_\_\_\_
- Tablet Arm Chair; Qty: \_\_\_\_\_
- Lab Stool; Qty: \_\_\_\_\_
- Teacher Chair; Qty: \_\_\_\_\_
- Student Chair; Qty: \_\_\_\_\_
- White Boards; Qty: \_\_\_\_\_
- Colorful Fabric Tack Board; Qty: \_\_\_\_\_
- Display Case; Qty: \_\_\_\_\_
- Bookcase; Qty: \_\_\_\_\_
- Storage Cabinet; Qty: \_\_\_\_\_
- Pedestal File; Qty: \_\_\_\_\_
- Lateral File; Qty: \_\_\_\_\_
- Other

Other: \_\_\_\_\_

### DETAILS:

Please provide detailed information (i.e. quantity, dimension, special needs) regarding this request. If you are interested in ordering a particular item, please provide company name, SKU number, item description and/or website link to the item.

**DELIVERY/INSTALLATION INFORMATION:**

Request Completion Date: \_\_\_\_\_

**\* Due to significant delays in supply chain manufacturing and shipping, standard/catalogue furniture, is 8 to 10 weeks for delivery.**

- The University attempts to standardize offices, furniture and other equipment requirements to achieve optimum personal comfort and durability to meet long-term department requirements.
- Finishes and dimensions will be verified after Field Visit.

**NEW FURNITURE REQUEST PROCEDURE:**

Once a request is completed and sent to us, we will coordinate the details with the requestor & obtain a quote through a university approved vendor. Please allow 2-4 weeks for this process because reviews are done the 1<sup>st</sup> and 3<sup>rd</sup> week of each month.

- **The University does not have an extensive furniture inventory. CMP|CP will make every effort to review existing inventory and provide options to the requester.**
- If new furniture is requested the department will need to provide a speed type.
- A purchase requisition is then processed through the Campus Master Planning and Capital Projects office for approvals.
- After all approvals, the requisition is then input into Buyways where it is then set up as a Purchase order.
- The Purchase Order is then emailed to our furniture vendor.
- Once the PO is received, the vendor will place the order.

**Due to significant delays in supply chain manufacturing and shipping, lead time for standard/catalogue furniture, is anywhere from 8 to 10 weeks for delivery.**

CMP|CP will coordinate the delivery, install & invoice payment.