

INSTRUCTIONS FOR COMPLETING THE FORM FURNITURE/EQUIPMENT TO BE BUILT BY CONSTRUCTION SERVICES

All areas that must be completed are outlined by a box on the form.

Campus	⇒	Print the name of your campus/organization.
Date	⇒	Print the date the form is being completed.
Description of Item	⇒	Choose which type of item you are requesting to be built. If it is not on the list, print the information on the "Other" line.
Dimensions/Size/Special Request	⇒	Complete any size information here and list any other requirements.
Quantity	⇒	Indicate the quantity needed of the item.
Cost Each	⇒	Indicate the cost per item.
Total Cost	⇒	Calculates for you when you input cost each and quantity.
Estimate Complete by Construction Services	⇒	Indicate whether you have already gotten an estimate from Billy Spann in Construction Services for the cost of the job.
Comments	⇒	Enter any additional comments/information here.
Furniture Budget Code	⇒	Enter the furniture budget code to be charged for this job. Keep in mind that where/by whom the item is being used determines the function.
Principal/Manager Signature	⇒	The campus principal/organization manager signs here.
Date	⇒	Enter the date the campus principal/organization manager signs the form.

What you do:

1. Complete the Furniture Equipment Form on-line and print out for signatures.
2. Keep a copy of the completed form with signatures for your campus.
3. Send completed form to Construction Services in order for the job to be assigned a number.

FURNITURE/EQUIPMENT TO BE BUILT BY CONSTRUCTION SERVICES

Campus: _____

Date: _____

Description of Item (one item type per sheet):

Bookcase _____

Playset (Pre-K) _____

Shelf _____

Playset (K) _____

Desk _____

Furniture Dolly _____

Cabinet _____

Locking Teacher Cabinet _____

Cubbies _____

Countertop _____

Mailboxes _____

Workstation _____

Other (explain) _____

Dimensions/Size/Special Requirements: _____

NOTE: QUANTITY, COST, ESTIMATE, and BUDGET CODE SECTIONS MUST BE COMPLETED BY REQUESTING ORGANIZATION OR FORM WILL BE RETURNED

Quantity: _____ Cost Each: _____ Total Cost: _____

Estimate Completed By Construction Services? : _____ YES _____ NO

Comments: _____

Budget Code: *This is the code where the expense will be charged. **Make sure there are enough funds available to cover the cost.***

_____ - _____ - 6 3 9 3 - _____ - _____ - _____

Principal/Manager Signature: _____ Date: _____

BUDGET USE ONLY:

Request #: _____ Date: _____

Job # _____ Budget Code: _____

*Original to Construction Services
Keep copy for your Campus*