



FURNITURE PURCHASE REQUEST

This form must be completed and emailed to PurchQuotes@ahschools.us for all furniture purchases. Once received, Purchasing will provide ordering information for standard furniture items or contact the appropriate contract vendor, arrange for meetings if needed, and obtain quotes that will be forwarded to the school/department for requisition entry. Purchasing will not process requisitions without this completed form.

General Information

Requestor: _____

School/Department: _____

Fiscal Year for Expense: ☐ **Current Fiscal Year** (Items ordered must be received prior to June 30th)

☐ **Proceeding Fiscal Year** (Items ordered must be received after July 1st)

Area where furniture is being requested (please use a separate form for each area):

- | | | | |
|--|------------------------------------|---------------------------------|---------------------------------------|
| <input type="checkbox"/> Regular Classroom | <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Phy Ed | <input type="checkbox"/> Media Center |
| <input type="checkbox"/> Office | <input type="checkbox"/> Science | <input type="checkbox"/> Music | <input type="checkbox"/> Other |

Description of type and quantity of furniture needed. Please reference the item number and description from the District Furniture Standards Catalog. If items are not included in the standards catalog, provide the manufacturer number and detailed description for each item. Attach additional sheets, if needed.

Quantity	Manufacturer	Mfr #	Item Description

Name of architect firm assisting with this project, if applicable: _____

Will furniture require approval by Buildings and Grounds? _____ Yes _____ No

Will furniture require approval by Technology? _____ Yes _____ No

Requested furniture delivery date? _____

Will installation be required by the vendor? _____ Yes _____ No

Estimated budget for furniture purchase: _____

Budget code for furniture purchase: _____

Principal/Supervisor Approval

Approver Signature: _____ Date: _____

Purchasing Use Only

Dated Request Received: _____ Buyer: _____

Contract Vendor(s): _____