



Procurement Services  
203 West O Street  
Russellville, AR 72801  
purchasing@atu.edu 479-964-0583 ext 3554

### Furniture Request Form

1. Date
2. Requesting Department
3. Requester Name
4. Requester Email
5. Requester Phone
6. Where will this furniture be installed? Building \_\_\_\_\_ Room Number(s) \_\_\_\_\_
7. Is furniture currently in place at this location?      No      Yes If yes, you must consult FAMA to have the old furniture removed prior to installation of the new.
8. Is this location a classroom, office, or other?      Classroom      Office      Other, please describe \_\_\_\_\_
9. Are you looking for an estimate for budget planning purposes or do you have funds in place for this purchase?  
  
    Budget Planning-Only an estimate will be provided to you. (Skip to number 11.)  
  
    Funds in Place-Quote can be obtained and you will be asked to provide specific details of your needs from options provided by Procurement from furniture dealer.
10. What is your budget for this purchase? Index \_\_\_\_\_ and Dollar Amount \_\_\_\_\_
11. Project end date: This is the date furniture must be installed by. Note: it typically takes up to 10 weeks for most commercial furniture orders to arrive.

Thank you for providing this information. Please forward this completed form to [purchasing@atu.edu](mailto:purchasing@atu.edu) and someone will get back to you as soon as possible.