



Office Furniture Request Form



SUBMIT APPROVED FORMS TO Facilities_Furniture@mbhci.org FOR PROCESSING

PLEASE NOTE: IF YOU NEED ANY FURNITURE ITEMS NOT LISTED BELOW, A PURCHASE REQUISITION MUST BE SUBMITTED

REQUESTOR (PRINT NAME) _____	DATE REQUESTED _____
PHONE EXT. _____	
BUDGET # _____ GRANT PROGRAM _____	DEPT / LOCATION _____
SUPERVISOR APPROVAL (REQUIRED) _____	DATE APPROVED _____

FOR STAFF FILLING ORDER

QTY REQUESTED	ITEM DESCRIPTION	QTY ISSUED	DATE ISSUED	BACK ORDER
<i>Office Furniture</i>				
	Standard Office Desk			
	L – Shaped Desk			
	Hutch Option			
	Task Chair			
	Executive Chair			
	Big and Tall Chair			
	Side Chair			
	Bookshelf			
	Locking 2 Drawer File Cabinet			
<u>Comment Below:</u>				