

Furniture Request Form

Name: _____ Date: ____ / ____ / ____

Department: _____

Email: _____ Phone number: _____

Location

Building Name: _____ Room Number: _____

Type of Furniture (select the ones apply)

- | | | |
|--|--|---|
| ☐ Desk | ☐ BookShelf | ☐ Conference table |
| ☐ Office Chair | ☐ Table | ☐ Storage Cabinet |
| ☐ Guest Chair | ☐ Standing Desk | ☐ Student Desk |
| ☐ Filling Cabinet | ☐ Coffee Table | ☐ Other (Please Specify) |

Other: _____

Reason for Request (select the ones apply)

Why is this furniture needed?

- ☐ New Employee
- ☐ Office Relocation
- ☐ Department Expansion
- ☐ Replacement of Damaged Furniture
- ☐ Other: _____
- _____

What Funds are being used for this purchased?

- ☐ HEF
☐ Department
☐ Other: _____

please provide your department chartstring for this purchased

Please select the date by which you need the furniture delivered. Requests are processed based on approval, availability, and delivery schedules.

Date: ____ / ____ / ____

To maintain a consistent appearance across campus and comply with university furniture standards, Facilities works with designated vendors and approved furniture selections for each building. Standardized color schemes, finishes, and materials have been established to ensure consistency throughout our campus facilities.

Approval

Employee Signature: _____ Date: ____ / ____ / ____

Department head or
Director Signature: _____ Date: ____ / ____ / ____

Space Manager Signature: _____ Date: ____ / ____ / ____

The Space Manager will have the final approval authority for requested furniture.
Email Form to Rosio.Salazar@UNTDallas.edu

I certify that the information provided is true and correct to the best of my knowledge.