

## Furnishings & Equipment Request Process

“Furnishings” are student and staff furniture. “Equipment” is non-curricular moveable equipment (eg. main office equipment such as typewriters, laminators, and copiers), and non-curricular equipment that is permanently attached to the building (eg. lights, fire alarms, and PA systems). Equipment in this category does not include technology equipment. A completed Furnishings & Equipment Request Form must be submitted to your building principal and the Business Services Department **prior to the purchase of these items**. The request process has two phases.

### Phase 1: Furnishings & Equipment Request Form Submission

Using the attached form, complete sections A – E

- **Section A – Originator Information:** Complete all teacher information
- **Section B – Funding:** The funding required to fulfill furnishings & equipment repairs requests most often will come from district appropriations under the jurisdiction of the Business Services Department. Rarely – funds may originate from an external granting organization (eg. furniture or equipment funded by PTO’s, booster groups, or other donations). Please provide information regarding the source of funding for the request.
- **Section C – Curriculum & Facilities Alignment:** Please provide an explanation of how this request will impact your classroom instruction and students, and support building and district goals.
- **Section D – Item(s) Requesting:** Complete the quantity, description and cost (if available) information for the item(s) being requested. Building Administrators will be responsible for collecting and prioritizing all requests. Furnishings and equipment requests will be prioritized along with facilities improvements and repairs requests.
- **Section E – Principal Approval:** Submit the completed form to your principal for review and signature. The principal is responsible to prioritizing all requests – requests for repairs and improvements should be prioritized along with equipment and furnishing requests.

### Phase 2: Submission and Review of the Request

Once you have completed all sections of the request form and it has been signed by your building principal it should be submitted to the Business Services Department at Central Office (Baker Administration Offices). Your request will be reviewed and you will be notified whether or not it has been approved. You may be contacted during the review process in order to gather more information. Likewise, when necessary, input from other administrative departments may be gathered during the review process.

## Furnishings and Fixed Equipment Request Form

### Section A: Originator Information

Name: \_\_\_\_\_ Department \_\_\_\_\_

Building: \_\_\_\_\_ Room: \_\_\_\_\_ Phone: \_\_\_\_\_

**Section B: Funding - Business Services Dept. funds the purchase of new furnishings and fixed equipment. This includes student & teacher desks and chairs and equipment permanently attached to a building. Moveable equipment that directly impacts instruction is funded by building or departmental budgets. The IT Dept. budget funds technology expenditures.**

Account #: \_\_\_\_\_

- District budget
- Building budget
- Department budget

**OR**

Contact name: \_\_\_\_\_  
 Contact email: \_\_\_\_\_  
 Amount: \_\_\_\_\_  
 Deadline: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Section C: Curriculum & Facilities Alignment (if necessary, please attach additional pages)

How will the requested furnishings and/or fixed equipment contribute to authentic and compelling learning experiences for your students?

  
  

How do the requested furnishings and/or fixed equipment advance your building goals or district goals?

### Section D: Item(s) Requesting – List in Priority Order – Principals Will Prioritize All Building Requests

QTY	ITEM DESCRIPTION	COST

Approved       Denied

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_

### Section E: Principal Approval

Principal: \_\_\_\_\_

Date: \_\_\_\_\_