

MGA FURNITURE REQUEST AND APPROVAL FORM

STEP 1: Furniture Request

Campus:

Building:

Room #:

Description of
Request:

Date of
Request:

Requested Delivery Date:

Furniture may have lead times of up to 16 weeks.

Purchase Request Approval: Your signature means that you are in favor of the purchase, and it can move forward to design/pricing. **This approval does not mean that funding has been approved.**

Requestor:

Supervisor :

VP/Provost:

CBO:

Approved form (Step 1) should be emailed to Facilities@mga.edu. *Do not seek quotes, Facilities will do that.*

Step 2: Quote Amount Facilities will gather furniture quotes and send back to Requestor.

Step 3: Funding and Purchase Approval

Purchased Approved:

Funding Available:

Funding Source:

If approved, but funding is not available. Quote will need to be sent to budget@mga.edu for addition to year-end list.

If approved and funding is available. Please note funding source.

Requestor:

Supervisor :

VP/Provost:

CBO:

Approved form (Step 3) should be *attached to requisition when entered into PeopleSoft Financials*.

Step 4: Status Update

PO Number:

Estimated Delivery Date:

Facilities will work with furniture vendors & give updates on installation date as they become available.
