



FURNITURE QUOTE REQUEST FORM

PLEASE SUBMIT THIS REQUEST IN **ORIGINAL** FORM VIA INTERCAMPUS MAIL TO FACILITIES PLANNING & CONSTRUCTION DEPARTMENT AT 3200 W. PECAN BLVD, N-179.
PHONE: 872-3737. FAXES OR COPIES ARE **NOT** ACCEPTED. SIGNATURES ARE NOT REQUIRED ON THIS FORM. SECTIONS WITH A * ARE REQUIRED.

* CONTACT INFO (1)

NAME _____ DEPARTMENT _____
 PHONE # _____ EMAIL ADDRESS _____
 FINANCIAL MANAGER _____

* FURNITURE LOCATION INFORMATION (2)

LOCATION _____ (Proposed location of furniture)
CAMPUS BUILDING ROOM # CUBICLE or WORK STATION
 ROOM TYPE _____
(OFFICE, CONFERENCE, RECEPTION, COMPUTER LAB, LECTURE CLASS, ETC.)

* DESCRIPTION OF REQUEST (3)

Please provide a detailed justification for this request.

Furniture requested will be determined by the South Texas College Furniture Standards. Please refer to our website for furniture categories.

OFFICE FURNITURE (4)

Existing furniture in the space is: Mahogany/Charcoal (Cherry wood) Maple/Black (Light wood) Other: _____

DESKS

VP, Director, Site Coordinator - QTY: _____ Staff/Faculty - QTY: _____
 Work Station/Student Worker/Part-Time/Direct Wage - QTY: _____

CHAIRS

Staff/Faculty - QTY: _____ Conference - QTY: _____ Office Guest - QTY: _____
(On casters) (On casters) (Sled base)
 Lobby/Waiting Seating - QTY: _____ Lobby/Waiting Tables - QTY: _____ Hallway Seating / Tables - QTY: _____

TABLES

Conference - QTY: _____ Utility/Work - QTY: _____ VP, Director Round - QTY: _____

STORAGE

4 Dwr File Cab. - QTY: _____ Bookshelf - QTY: _____

CLASSROOM FURNITURE (5)

CHAIRS

<input type="checkbox"/> Computer Lab Chair - QTY: _____ <small>(On casters)</small>	<input type="checkbox"/> Lecture Classroom - QTY: _____ <small>(Sledbase)</small>	<input type="checkbox"/> Science Lab Stool - QTY: _____ <small>(On casters)</small>
<input type="checkbox"/> Training Room Chair - QTY: _____ <small>(On casters)</small>	<input type="checkbox"/> Instructor Chair - QTY: _____ <small>(On casters)</small>	<input type="checkbox"/> With Back Rest <input type="checkbox"/> Without Back

TABLES

SmartDeck Tables - QTY: _____ Lecture Table - QTY: _____ Testing Dividers - QTY: _____
 Computer Lab Table - QTY: _____ Instructor Table - QTY: _____

MISC. (6)

Low printer stand - QTY: _____ High printer stand w/ Storage - QTY: _____ 4 Post Shelf/Industrial Rack - QTY: _____
 Break Room Round Table - QTY: _____ Break Room Seating - QTY: _____ Stor. Cabinet - QTY: _____

OTHER _____

FOR PLANNING & CONSTRUCTION USE ONLY

LOG #: Date Quote/Item Provided: _____ Approved By: _____ Quote #: _____