



MORRISVILLE-EATON CENTRAL SCHOOL DISTRICT

FORM FR-1

FURNISHINGS REQUEST FORM

20\_\_ / \_\_ SCHOOL YEAR

This form is to request new or replacement SETS of furniture, such as a classroom set of student desks, multiple cafeteria tables, classroom set of science tables, library circulation desk and shelving. It is not for replacing individual pieces - that comes from the site budget.

REQUESTED BY: \_\_\_\_\_ LOCATION: \_\_\_\_\_

NARRATIVE: Describe the need.

Four empty horizontal lines for narrative description.

Items Requested: List the items you wish to order
Please provide as much detail as possible to facilitate bidding and ensure that we get what you want.
Through bidding, the purchased product MAY be equivalent and not identical to the item requested.
Unit Cost: Identify actual or estimated cost of item.

Table with 7 columns: QTY, UNIT COST, ITEM REQUESTED, CATALOG, ITEM #, MANUFACTURER MODEL, COLOR MISC, LINE COST. Includes subtotal and grand total rows.

Submit to: Administrative Team

Approval Admin Team: \_\_\_\_\_ Superintendent: \_\_\_\_\_

All requests will be evaluated and considered in the context of the available budget. Upon approval, purchase of the furniture will be completed by the business office, through a competitive bidding process.