



Furniture Purchase Form

Complete this form and add the pdf as an internal attachment along with the quote from the vendor to your requisition.

If the total order is estimated to be at least \$2,500, a floor plan of the proposed furniture layout is required from the vendor. Building floor plans can be provided to the vendor from Space Utilization and Planning. Vendors can request floor plans via email from osm@uncg.edu.

Please answer the following questions:

1. Project Location (Building and Room Number):		
2. Are any of the furniture items being purchased fixed? --Fixed furniture includes partitions, desks, seating, bookcases, and other furniture that is attached to the walls, ceilings, or floors of the building.	Yes	No
3. Does the furniture require hard wiring? ---Hard-wiring is electrical wiring that is connected directly to the building's electrical or data wiring. For example, a flexible conduit that may run through partitions or other furniture that attaches directly to a junction box (outlet)	Yes	No
4. Will this furniture be placed in a hallway or corridor?	Yes	No
5. Does this new furniture replace existing furniture?	Yes	No

Additional Comments:
