



# University Furniture Request

**OFFICE USE ONLY**  
FR-1 No.: \_\_\_\_\_

Use this form to request furniture within space already assigned to your program. For construction within space already assigned to your program, see the CR-1 form. Submit the completed form to the Chief Facilities Officer for approval at [Facilities@tamusa.edu](mailto:Facilities@tamusa.edu). Furniture requests for the start of Fall Semester must be submitted by March 31.

**Requesting Program:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Requesting Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Requesting Person's Email:** \_\_\_\_\_

**Source of Funding (Acct. Name):** \_\_\_\_\_ **Acct. Number:** \_\_\_\_\_

**Date space related action is needed:** \_\_\_\_\_

**Briefly explain your goal or wants and why this project is necessary or important.**

**Is any construction required to accommodate new furniture in the existing space?**

- No, the program will use existing space in its "as is" condition.
- Yes, and I have attached the CR-1 (University Construction Request) Form.

**Is the program requesting a re-designation of space associated with this project (i.e. change room use from conference room to office)?**

- No, the program will continue to use the space as currently designated.
- Yes, and I have attached the SR-1 (University Space Request) Form.

As **Department Head**, I concur with request \_\_\_\_\_ Date: \_\_\_\_\_

As **Dean/Director**, I concur with request \_\_\_\_\_ Date: \_\_\_\_\_

As **Provost/Vice President**, I approve request \_\_\_\_\_ Date: \_\_\_\_\_

Chief Facilities Officer and VP of Business Affairs Comments:

As **Chief Facilities Officer**, I give my approval \_\_\_\_\_ Date: \_\_\_\_\_

As **VP of Business Affairs**, I give my final approval \_\_\_\_\_ Date: \_\_\_\_\_