

## Furniture Needs Request

Please complete the following form and submit to [furniture@ucdavis.edu](mailto:furniture@ucdavis.edu)

If your furniture need includes any of the following, please return to [dcm.ucdavis.edu/project-initiation](https://dcm.ucdavis.edu/project-initiation) and complete a Space and Project Needs Request

- Altering room use (e.g. lab to office, conference room to office)
- Change in location of a door or removal of existing door
- Addition of furniture panels or moveable walls that are higher than 54"

**\*Required**

**Requester Name\***

**Email Address\***

**Phone Number\***

**Department\***

**Project Location (building/room number)\***

**Description of furniture request\*** *(Please include changes to existing electrical, data or number of occupants)*

**What is the funding plan for the request?**

*If account number and amount to be committed is known, please note it here.*

**Is there a critical date for completion?\***    Yes    No *(If Yes, please state the reason why)*

Please have a Dean, Vice Chancellor or Designee sign below. Submit requests to [furniture@ucdavis.edu](mailto:furniture@ucdavis.edu).

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name/Title**