

**CAPITAL REQUEST
FURNITURE, FIXTURES AND EQUIPMENT (FF&E)
FY 2019**

**RETURN BY 03/06/18
TO OPERATIONS OFFICE
MAIL CODE 710**

BUILDING/DEPARTMENT: _____

SUBMITTED BY: _____

COMPLETE REQUEST MATRIX (IN ITS ENTIRITY)

- I. DESCRIPTION OF FACILITY FF&E NEEDS
(Provide as much description/detail as possible including location(s), etc.

- II. REASON(S) FOR REQUEST
 - A. REPLACEMENT, RENOVATION OR NEW BUILD, OTHER
(if so, explain)

 - B. CAPACITY REQUIREMENT (if so, explain)

 - C. SECURITY, SAFETY OR ENVIRONMENTAL CONDITION
(health and welfare)

 - D. ADA REQUIREMENT

 - E. REPAIR OR REPLACEMENT DUE TO IMPROPER FORM, FIT OR
FUNCTION

- III. FF&E ESTIMATE (ATTACH, if available provide source of estimate)

- IV. COMPLETION REQUIRED BY:
 - A. START OF SCHOOL 2018-2019
 - B. BY JANUARY 2019
 - C. BY JUNE 2019

- V. PRIORITY
 1. EMERGENCY (explain consequences)
 2. IMPORTANT- NOT AN EMERGENCY
 3. IMPORTANT BUT CAN WAIT
 4. NICE TO DO - WILL ENHANCE SCHOOL, LEARNING
ENVIRONMENT, ETC.

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FY 2018**

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BUILDING/DEPARTMENT: _____				
I. PRIORITY ORDER	II. DESCRIPTION OF PROJECT IMPROVEMENT	III. REASON(S) FOR REQUEST	IV. CONSTRUCTION ESTIMATE	V. COMPLETION REQUIRED BY:
1.				
2.				
3.				
4.				
5.				