

**BUDGET PROCESS  
FURNITURE MODIFICATION REQUEST FORM**

**PLEASE FILL OUT THIS SECTION AND SUBMIT WITH BUDGET WORKSHEET:**

Date of Request:

Cabinet Action:

Campus/Facility:

Contact Person:

Phone:

Brief Description/Reason for the furniture modification and how it aligns with curriculum: (attach photos, drawings, or other detailed written descriptive information) **(Facility Modification - addition or deletion of any item to the facility such as walls, doors, windows, playground equipment, portable buildings, etc.)**

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<<This section to be completed by Purchasing Department only>>

Funding & Purchasing Section

Total Project Cost

\$

Purchasing Project Manager:

Annual Upkeep Cost

Will this modification require annual upkeep costs?  YES  NO

\$

Notes:

Cabinet Action Codes

- D Denied
- DD Denied District Initiative
- EP Endorsed If Funding Available
- E Endorsed