



FURNITURE AND EQUIPMENT REQUESTS 2012-2013 SCHOOL YEAR

Please indicate below any furniture or equipment requests that are needed for your classroom or instructional program. In addition to the specific furniture items listed below, be sure to include any items that cost **\$500.00 or more**. This includes any single items costing \$500.00 or more and also two or more of the same items that total \$500.00 or more (i.e. – 3 tables costing \$225.00 each = \$675.00). Include specific ordering information from the School Specialty catalog or other catalogs when appropriate.

Furniture and equipment items less than \$500.00 dollars should be submitted with your grade level/department budget. Be sure to code these items under "480".

This form is due in by Monday, March 5th to your Principal/Supervisor.

Teacher desk

Student Desks

Chairs (Teacher or Student)

Tables

Other Items

Include multiple "480, 520, 530" items that total over \$500.00

- i.e. 50 calculators @ \$12.00 = \$600.00