

FURNITURE AND EQUIPMENT REQUESTS

2023-2024 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.

This form is due by Friday, February 10th to your Principal/Supervisor.

Teacher desk

Student Desks

Chairs (Teacher or Student)

Tables

Other Items:

Include multiple 610 items that total over \$500.00

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