



Furniture Accommodation Request Form

Name: Raphael Shay

Division: Sust Dev / Planning

Type of Furniture Requested:

3 wheeled filing cabinets. INV-MPUF

Reason for Request (ie broken equipment, end of useful life, specific medical information does not need to be included)*:

Support organization of shared office space. Facilitate work in drop down work stations.

Furniture Specifications (i.e. dimensions, stationary, casters, etc.):

3 x filing cabinet INV-MPUF. Flexible on color of laminate but Sugar Maple (SM) seems to match most closely rest of office.

Work Location (please include all work locations):

Office 146. Jonathan and Raph shared office

Additional Information or Requests:

Financial Considerations (including purchasing, installation and disposal):

no disposal required at this time.

1 unit coded to SP100044

2 units coded to **SP100186**

Employee Signature:

Date:

Supervisor Signature:

Date:

Expense Authority:

Date: **Jul 22, 2024**

Human Resources*:

Date:

*The form should be signed off by Human Resource if requesting furniture outside of the standards outlined in the Furniture Standards Policy.