**University of Baltimore Furniture Request Form**

Please indicate if you are requesting used furniture from UB storage or new furniture. If requesting new furniture, you must make selection from the standardized furniture selection below.

**Note:** All new furniture purchases **must** be approved by department supervisor.

UB Storage New Furniture

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| **Item** | **Description** | **Dimensions** | **Price** | **Colors** | **Links** |
| **Bel Air Junior** | Adjustable height chair with black mesh back and  Upholstered seat, adjustable arms.  Options: Arms or No Arms | 27.5" W x 25" D x 44.25" H | $179 (no arms)  $226 (w/ arms) | Black | <https://store.mce.md.gov/p-1731-bel-air-jr.aspx> |
| **Rockville w/ Arms** | Upholstered seat with plastic back and metal arms  Options: Variable Fabric Choice | 23 1/2"W x 23"D x 32"H | Varies w/ fabric choice | Varies | Chair: <https://store.mce.md.gov/p-1446-rockville-with-arms-upholstered-seat-poly-back-plastic-glide.aspx>  Fabric: <https://mce.md.gov/Portals/0/Containers/MCE/images/page/Contract%20Seating%20Fabrics%202017.pdf> |
| Close this window  **Canton L-Shaped Desk** | L-shaped desk with (3) file drawers and two (2) box drawers, adjustable keyboard tray  Options: Left return or Right Return | Desk: 72"L x 30"D x 30"H  Return: 48"L x 24"D x 30"H | $1104.00 | Mahogany | <https://store.mce.md.gov/p-168-canton-l-shaped-desk.aspx> |
| **Canton Executive Desk** | Standard desk has pencil drawer, Box/Box/ File drawer unit and file/file drawer unit | 60"L x 30"D x 30"H | $692.00 | Mahogany | <https://store.mce.md.gov/p-169-canton-executive-desk.aspx> |
| **Canton Bookcase** | Bookcase with (5) adjustable shelves | 36"L x 12"D x 72"H | $241.00 | Mahogany | <https://store.mce.md.gov/p-170-canton-36-x-72-bookcase.aspx> |
| **Lateral File Cabinet** | File cabinet with (5) drawers | 36”W x 18” D x 65”H | $797.00 | Black | <https://store.mce.md.gov/p-176-lateral-file-cabinet-5-drawer.aspx> |

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| **Furniture Needed** | **Addl. Options (If Applicable)** | **Quantity** | **Location** |
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|  | **Requestor Information** | **Approval Signature** |
| Name |  |  |
| Title |  |  |
| Signature |  |  |
| Date |  |  |

Requestor Additional Comments: