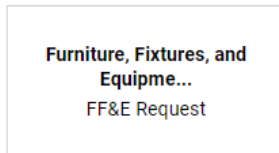


## Furniture, Fixtures, and Equipment (FF&E) Request Form Guide

The Furniture, Fixtures, and Equipment (FF&E) request form is required to be submitted and approved before the purchase of new FF&E. This form will be reviewed and approved by the Office of the University Architect and/or Supply Chain Services. This guide will walk the requester through the process of how to complete and submit the form along with steps after the approval has been made. The FF&E form has also replaced the previous TSRC furniture waiver. All new furniture waiver requests must be made by completing this form.

### Contact Information Section

1. Select the form located under “Procurement Forms & Links”



2. Attachments - If you have a quote, information sheet, or any other documentation please attach here:

Furniture, Fixtures, and Eq...	Attachments
Form Number <b>12132747</b> Purpose <b>Generic Request</b> Status <b>Incomplete</b>	<i>Please add your attachments below.</i> <input type="button" value="Add Attachment"/>
<b>Attachments</b> <span style="color: green;">✔</span>	
<b>Questions</b> <span style="color: gray;">⚠</span>	

3. Enter in the requester’s name and select the appropriate department from the drop down menu
  - a. Note: if Department is not listed, please submit a buyW&M Help Desk ticket:

<https://go.wm.edu/V5GyX2>

Name \*

Department \*

4. Enter the Work Order number, if applicable.
  - a. Note: A Work Order is required for all alterations to facilities, both interior and exterior, including the installation of furniture and appliances, changes to lighting and aesthetic features, and any change requiring a utility such as electrical, plumbing, and sewer require notification and approval from Facilities Management. This includes alterations to campus grounds. If repairs are needed, submit a work order to Facilities Management (FM)

Work Order Number 

5. Enter in the requester's email and phone number

Email \*

Phone \*

6. Select the applicable option(s)

- a. Furniture: examples include: chairs, desks, tables, bookcases
- Fixtures: examples include: lighting fixtures, window coverings, artwork
- Equipment: examples include: research, mechanical, or office equipment

Furniture, Fixtures OR Equipment (select all that apply) \* ?

Furniture     Fixtures     Equipment

## FF&E Request Section

7. Select the Campus the FF&E request applies to

▼ FF&E Request

Campus \*

Floor

William & Mary  
VIMS  
Highland  
Washington Center  
Jefferson Lab

8. Select the applicable Building based on the Campus selection

W&M Building \*

Floor

Room

Admissions  
Air Tight Self Storage  
Alan B. Miller Hall  
Albert Daly Soccer Field  
Albert-Daly Field Shed 1  
Alexander Galt House  
Alexander Spotswood Hall  
Althea Hunt Hall  
Alumni House  
Alumni House Restrooms  
Anheuser-Busch Field  
Anheuser-Busch Grass Field  
Barrett House  
Bell Hall  
Benjamin Harrison Hall  
Benjamin Stoddert Ewell Hall  
Blow Memorial Hall  
Bonsai Fine Arts Services  
Boundary 206

9. Enter in the Floor, Room Number, and Room Description  
a. Note: If no Room Number, enter N/A

Floor ★

Room Number ★

Room Description ★

10. Select if the FF&E will be in public and/or student facing area

Is this furniture expected to be in public and/or student facing areas? ★

Yes  No

11. Select whether the FF&E will be installed in a laboratory

Is this equipment to be installed in a laboratory? ★

Yes  No

12. Enter in a description of the FF&E

FF&E Description ★

2000 characters remaining

13. Enter in the Vendor Name and estimated amount

Vendor Name \*

Estimate Amount \*

14. Select the Funding Type from the down

Funding Type \*

Will Construction Project sti

E&G  
Auxiliaries  
Construction Project  
Grant

15. Select if the FF&E will match the existing in the area to be installed

Will proposed FF&E match existing? \*

Yes  No

16. Enter any website links in the following

Please attach any additional information such as specification sheets, quotes, etc. to the attachments section or provide link to website below


17. Once all fields have been answered, select "Next"

18. Select Submit to send the form into workflow


## After Approval Steps

Once the FF&E form has been fully approved the requester will receive an email stating the form has been approved.

Form Request Workflow for Furniture, Fixtures, and Equipment Request has been Approved

 buyW&M <buyWM@wm.edu>  
To: Dixon, John



 If there are problems with how this message is displayed, click here to view it in a web browser.

WILLIAM & MARY | BUYW&M

### RE: Form Request Workflow for Furniture, Fixtures, and Equipment Request has been Approved

Dear John Dixon,

Your request for Furniture, Fixtures, and Equipment Request has been approved.

[Click here to view the request in your organization's site](#)

Thank You,

William & Mary

Support Team Contact Information:


+7 572213954

[buyWM@wm.edu](mailto:buyWM@wm.edu)

After receiving the approval notification, the requester will then create a Purchase Requisition for the requested FF&E. In the “Internal Notes and Attachments” section of the requisition, the FF&E Request Number will need to be entered into the “Internal Note” field.

Click on the pencil icon in the “Internal Notes and Attachments”

Internal Notes and Attachments	
Procurement Review - Terms and Conditions	no value
Procurement Method	no value
Procurement Method Notes	no value
Internal Attachments	Add
Internal Note	no value
Expense ID	no value
FPDC Order	×

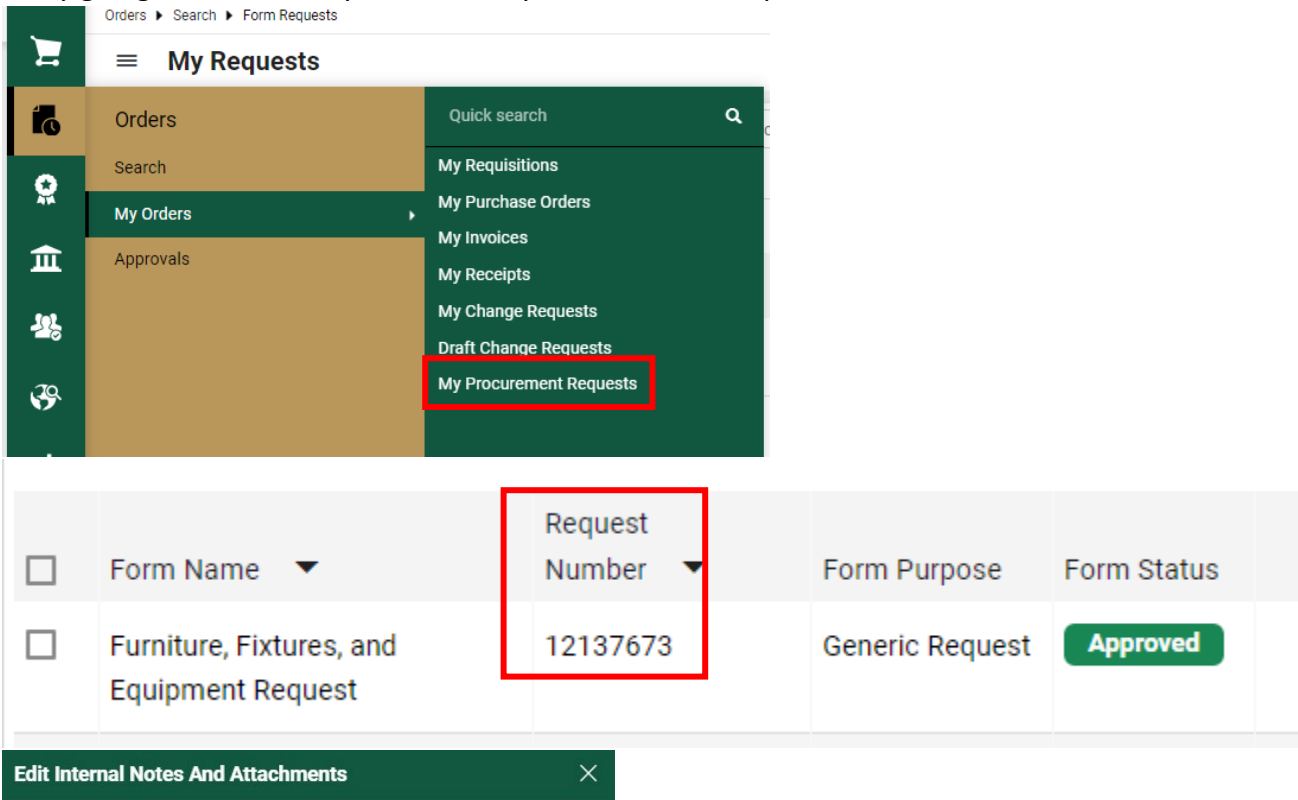


Enter in the FF&E Request Number in the field. The request number can be found by clicking on the view request button in the notification email:

Your request for Furniture, Fixtures, and Equipment Request has been approved.

[Click here to view the request in your organization's site](#)

Or by going to Orders-> My Orders -> My Procurement Requests



Orders ▶ Search ▶ Form Requests

**My Requests**

- Orders
- Search
- My Orders
- Approvals

- Quick search
- My Requisitions
- My Purchase Orders
- My Invoices
- My Receipts
- My Change Requests
- Draft Change Requests
- My Procurement Requests**

<input type="checkbox"/>	Form Name	Request Number	Form Purpose	Form Status
<input type="checkbox"/>	Furniture, Fixtures, and Equipment Request	12137673	Generic Request	<b>Approved</b>

**Edit Internal Notes And Attachments** ✕

**Internal Note**

Procurement Review - Terms and Conditions

Procurement Method

Procurement Method Notes

Internal Note

978 characters remaining [expand](#) | [clear](#)

Expense ID

FPDC Order

Select "Save" to apply the internal note and continue with processing the requisition.