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:

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

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)
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

   Campus *

   William & Mary
   VIMS
   Highland
   Washington Center
   Jefferson Lab

8. Select the applicable Building based on the Campus selection

   W&M Building *

   Admissions
   Air Tight Self Storage
   Alan B. Miller Hall
   Albert Daly Soccer Field
   Albert-Daly Field Shed 1
   Alexander Galt house
   Alexander Spotswood Hall
   Athena Hunt Hall
   Alumni House
   Alumni House Restrooms
   Anheuser-Busch Field
   Anheuser-Busch Grass Field
   Berrett 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 *

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.

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”
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

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