

# Oakland County Furniture Request Form - Haworth

Department of Facilities Management  
Facilities Planning Group

Date: \_\_\_\_\_

Project: \_\_\_\_\_

**Order Method:**

- INTERNAL - Ordered by Facilities Management.
- INTERDEPARTMENTAL - Ordered by client department.  
Delivery and installation coordinated through Facilities Management.

**Order Comments to AIREA:**

- We accept the AIREA proposal as is, Please place order accordingly.
- Please note our comments/charge on the proposal. Place order accordingly.
- Regular lead-time basis.
- Rush order.
- All colors and finishes included in proposal.
- Colors and finishes to be determined later.
- CONTACT FACILITIES MANAGEMENT WITH DELIVERY DATE INFORMATION AS SOON AS POSSIBLE.

**Facilities Management Approval:** \_\_\_\_\_

Edward Joss  
Facilities Planning  
(248) 858-2111

FACILITIES MANAGEMENT

**Instructions to client departments:**

- i) Complete the remainder of this form and send it to Scott Guzzy at Purchasing via e-mail [purchasing@oakgov.com](mailto:purchasing@oakgov.com) or fax to 248.858.1677
- ii) Send copies to the Facilities Management Project Coordinator listed above.
- iii) Purchasing will e-mail or fax this form to Airea with the Purchase order.

**Client Department Approval:**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Department: \_\_\_\_\_

Phone: \_\_\_\_\_

**Charge to (accounting #):** \_\_\_\_\_

**Purchase Order Number:** \_\_\_\_\_

CLIENT DEPARTMENT

**Fax to:** Lona Larson-Wright, AIREA

**From:** \_\_\_\_\_

**Phone:** (248) 426-0100

**Phone:** \_\_\_\_\_

**Fax:** (248) 426-5500

**Pages:** \_\_\_\_\_

PURCHASING

Please proceed with ordering this furniture per your proposal, a copy of which is attached.

Our purchase order number for this furniture is: \_\_\_\_\_