



## Space/Furniture/Equipment/Art/Signage & Move Request Form

Date of Request:

Requesting Department:

Campus for Request or Delivery:

Requestor's Contact – Office Phone/Cell Phone:

Reason for Request (attach more information if needed, if a new items is needed please provide budget number):

Location for the Request:

Building Name:	
Room Number:	

**Processing Instructions:** Forward original copy to Marja Fumo 163 William Street, 8<sup>th</sup> Floor, The Commons (email: [mfumo@pace.edu](mailto:mfumo@pace.edu); phone: 917 731 8351)

\*All art related requests need to be approved by University Curator, Kim de Beaumont. Please copy her when submitting the form for them: [kdebeaumont@pace.edu](mailto:kdebeaumont@pace.edu)

Assigned PM (Internal use only): \_\_\_\_\_