

How to Request Furniture to be Removed or Relocated

1. Site Coordinator email to Behavioral Health (BH) Facility Manager the Purchase Request (PR). To submit Request, use the blank PR at the following link: [Purchase Request](#)

To see which rows to fill in, click on the following link: [Fill-In Purchase Request](#)

- o **Purchase Request** must include the following information:
 - Program Code
 - Description of Furniture request to be removed or relocated
 - Justification as to what/why is the business need
 - BH Facility Site Manager & BH Deputy Director signatures
 - If BH Admin request, Purchase Request must have Finance Manager & Health Dept Facility Manager signatures
- 2. Site Coordinator email to Behavioral Health (BH) Facility Manager the PR along with the “Move Matrix.” For “**Move Matrix Form**” fill in as much information as is applicable at: [Matrix Form](#) with following information:
 - measurement(s) of Furniture being removed or relocated
 - if relocation: measurement(s) of space where Furniture will be placed
 - a. To request a site space assessment, contact BH Facility Manager and provide
 - from/to location (address, bldg. #, office #)
 - advise if Furniture request is for recycle or surplus
 - b. If furniture is going to **Surplus or Recycle**, fill-in the [Surplus Form](#) (do not contact Warehouse) and provide:
 - clear photo(s) of each furniture item if request is to surplus or recycle
 - condition of furniture: poor, fair, good, excellent if request is to surplus or recycle
 - c. Other -- Site Coordinator to:
 - provide a drawing of furniture reconfiguration; include measurement(s) of office space and furniture
 - ensure desk and file cabinet furniture are emptied before move date, if applicable
 - upon confirmation of move date, submit request at [FootPrint](#) to coordinate date to remove &/or setup computer equipment from/to desk and any telephone number changes
 - tag furniture according to request
 - upon completion, update **Inventory** at K Drive at the following link: [INVENTORY](#)
 - d. BH Facility Manager will screen Request, if approved a Quote will be requested
 - e. Upon receipt of Quote by BH Facility Manager, the pre-approved Purchase Request & Quote are emailed/submitted to the BH Finance Manager via [415-BHPurchaseRequest@co.monterey.ca.us](#) for review and final approval.