

NEW FURNITURE PURCHASE FORM
(30 ILCS 605/7a; 44 Ill. Adm. Code 1.2043c1)

This form must be filed with CMS' Property Control Division prior to:

- (a) submitting a requisition requesting that CMS let a bid for new furniture;**
- (b) issuing a release order against a master or open-end contract;**
- (c) making a purchase under delegated authority, or**
- (d) making a purchase from Correctional Industries.**

The undersigned swears or affirms that:

1. the named agency has a need for the new furniture shown below, each item having an estimated new cost of at least \$500,
2. CMS' Surplus Property Division representative, _____ (name), was contacted on _____ (date) regarding the availability of surplus furniture to meet the needs of the agency,
3. the following new furniture will be purchased to meet the agency's needs because surplus property was either "not available" (check NA below), or was available but "unacceptable" (check "UA" below and explain).

DESCRIPTION OF NEW FURNITURE (one item or multiple same items per line)	QUANTITY *****	COST UNIT	COST TOTAL
1.			
Reasons: NA () UA ()			
2.			
Reasons: NA () UA ()			
3.			
Reasons: NA () UA ()			
Use additional forms as necessary			

Agency Name _____
Agency Representative (print & sign)

Subscribed and Sworn to before me
this _____ day of _____

Notary Public
My commission expires _____

Title _____

Date _____