

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

**This form must be filed with the CMS Equipment 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 Equipment Control 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	QUANTITY	COST	
(one item or multiple same items per line)	*****	UNIT	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 \_\_\_\_\_