



GSA Durable Goods Request Form

GSO Name: _____ Date: _____

Name & Position of Person Filing: _____

Address: _____

Email: _____

Other Emails to be Notified: _____

Type of Item(s): _____

Please briefly describe how the item(s) will be used and stored

I verify that I understand pre-approval from the GSA for the purchase of this item(s) is required prior to purchase.

Signature: _____

I verify that I understand this item(s) will be considered GSA property on loan to my GSO and that my GSO will seek approval from the GSA before disposing or giving away the item(s):

Signature: _____

If this is an item(s) that will be standing in a Rutgers space (such as a coffee maker or a microwave), I verify that I have obtained permission to place the item(s) and that it meets safety standards for the space.

Signature: _____

Please include the following necessary attachments:

- Website link(s) to requested item(s)
- Photos of requested item(s)



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On this form, provide a complete list of the requested item(s)

PART A: EXPENSES.

ITEM NO.	ITEM DESCRIPTION (e.g. toaster)	Vendor	COST
()	_____	_____	_____
()	_____	_____	_____
()	_____	_____	_____
()	_____	_____	_____
()	_____	_____	_____
()	_____	_____	_____
()	_____	_____	_____
()	_____	_____	_____
()	_____	_____	_____
		TOTAL:	=====

For GSA Internal Use Only	
Executive Council Approval	
President: _____	Date: _____
Executive Vice President: _____	Date: _____
Treasurer: _____	Date: _____
Secretary: _____	Date: _____
Comments:	