



New Jersey Schools Development Authority
REQUEST FOR FURNITURE, FIXTURES & EQUIPMENT

NJSDA Form 170

(Form to be submitted ten (10) months prior to substantial completion date)

To: Cheryl Walcott Bediako, Deputy Director, Purchasing (FFT&E)

Date: _____ **Submitted by:** _____ **Approved by:** _____

Print Name: _____ **Print Name:** _____

SDA Managed

Program Management
Program Officer

Program Operations
Program Director

Project Name / District	
School Address: (Street, City, State & Zip Code)	
Project Type: (Add, Renovation, New Construction)	
DOE: Project Number: (i.e. 0000-000-00-0000-00)	
Package Number: (i.e. DK-0000)	
Substantial Completion Date:	
School Opening Date:	
Anticipated Room Cleaning Date:	
Approved Charter Amount:	
School Contact Name:	
School Contact Email Address:	
School Contact Phone Number:	
Architect Firm Name:	
Architect Contact Name:	
Architect Contact Email Address:	
Architect Contact Phone Number:	
SDA/CM Firm Name:	
SDA/CM Contact Name:	
SDA/CM Email Address:	
SDA/CM Contact Phone Number:	
(If applicable) What is the completion date for each phase of the project?	
(For FFT&E Use Only) Budget Amount:	

Program Operations must submit the following:

- 1 set of 1/8" Scale Layouts of Furniture
- Color Board (Approved by District)
- 1 set of Electrical Drawings
- 1 Room Finish Schedule
- 1 Approved Educational Specifications
- 1 Electronic CAD File on USB Flash Drive

Form acknowledged by: _____ Date: _____

Cheryl Walcott Bediako, Deputy Director, Purchasing (FFT&E)