

The Columbia University | Steelcase Furniture Program has been designed to meet a myriad of work and learning styles. The Program has been tailored to best meet the needs of the Columbia University community. The benefits include:

- Contract grade solutions with the strongest warranty in the industry
- Volume discounting
- Reliable lead times and quick-ship portfolio
- Sustainable design and construction contributing to CU's Plan 2030 Goals
- Fire Code upholstery

They have also been evaluated by CU to withstand the harsh academic environment.

Furniture purchases that deviate from the Program must be approved by a Vice President or Dean using this Furniture Exception Form.

Department _____ Dealer quote (attach a copy) _____

Reason for request:

- ☐ Replacement of existing furniture in kind
- ☐ Function, layout or program requirement (explain below)
- ☐ Other (explain below)

VP or Dean Approval

I have reviewed the justification, this form, and the quote, and I consider this exception request to be justified. I understand that CUFO and CU Purchasing are not responsible for quality, durability, maintainability, or warranty for this purchase.

I have determined that the furniture for which I am requesting an exception meets CU fire code, accessibility, and sustainability requirements.

Name (print) _____	Date _____
Signature _____	Email _____
Title _____	Telephone _____

Send completed form and quote to:

- cufdr-feedback@columbia.edu (Morningside and Manhattanville)
- jc4984@columbia.edu (all other)

Please allow one week for a response.

Reviewed, no exception taken: _____
Morningside: Janet Grapengeter | Manhattanville: Denise Ferris