

# ACE PROJECT

## Furniture Application

*Add ● Change ● Enhance*

The Eanes ISD **Maintenance** & Operations department is budgeted **to repair district facilities as they were designed**. Any other **Addition, Change** or **Enhancement** is an ACE Project, which requires special funding & approvals of several departments. Starting with Principals, then Director of M&O, Director of Safety & Security, Business Office, Chief Operating Officer (if over \$10k), and Director of Technology (if Technology Service is needed).

- ✓ All purchases must be through Eanes ISD-participating CO-OPs or an approved RFP vendor;
- ✓ All contractors must be an approved Eanes ISD vendor with up-to-date insurance following District requirements, and licenses as needed;
- ✓ ACE Projects will be reviewed monthly and funding/donations must be received prior to the approval of the project. (Please submit at least 3 months prior to desired completion date.)
- ✓ Please fill out this form, have Principal sign to request the approval process & attach to a schoolwide WO

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Please initial signifying that you have read and understand the above.

### I would like to:

- Add** furniture to a facility that are not currently existing
- Change** existing furniture or replacing furniture
- Enhance** a facility with furniture to be greater than restoring to the original design

Examples (but not limited to) of ACE Furniture Projects. Click the ones that are closest to your request:

- Purchasing 3 or more items of furniture
- Build custom furniture, removing large furniture, removing cabinets, modifying cabinetry
- Assemble new furniture (please include assemble costs into purchase PO)
- Build cubbies, backpack hooks, shelving
- Outdoor furniture, picnic tables, benches & playground equipment
- Furniture Project Not Listed Above \_\_\_\_\_

