



# Ergonomic Furniture and Equipment Request

The City's Human Resources Office manages an ergonomic fund to assist Departments with the purchase of ergonomic chairs and other ergonomic equipment such as keyboard platforms, monitor arms, and sit/stand solutions. It is the responsibility of employees to make an effort to improve their current workstation before ergonomic chairs or other ergonomic equipment are approved from this fund. Human Resources staff are available to assist employees with an ergonomic review of their workstation.

***To submit a request, please complete the information below and take note of the following:***

- All approved requests for an ergonomic chair will be filled with a pre-selected HumanScale chair
- Employees are responsible to provide the research on the requested item(s) and cost of the item(s)
- Invoices for approved purchases should be forwarded to Human Resources for payment
- Coordinating equipment purchases and/or installations by Maintenance are the responsibility of the employee (for assistance contact your department's Administrative Assistant).

***General Information:***

Employee Name: \_\_\_\_\_

Employee Division: \_\_\_\_\_

Building Location: \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

***Ergonomic Equipment Request:***

Ergonomic Item(s): \_\_\_\_\_

Equipment Cost: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Approval

\_\_\_\_\_  
Date

**Please send the completed form to Human Resources**