

# EVENTS

## WORK ORDER



CUSTOMER INFORMATION				EVENT INFORMATION			
Date:				Event Name:			
Contact Name:				Delivery Date:			
Department:				Delivery Time:			
Building & Room:				Delivery Location:			
Phone:				Pick-Up Date:			
Dean/Director/Department Head Signature:							
Print Name:							
QTY NEEDED							
	Folding Chairs		Folding Tables – 6'		Podium		Geraniums Small
	Folding Chairs - Cushioned		Folding Table Round		Riser		Geraniums Large
	URI Black Armchairs - Wood		Coat Rack		Lectern		Ferns
	Learn2s		Step Stool		Hand Sanitizer Stand		
ADDITIONAL INFORMATION							

NOTE: We charge for the delivery and pick-up by the moving company. A quote will be sent to the requester, and a delivery date will be scheduled once the signed quote is received. All work orders must be received at least 2 weeks prior to the event to ensure scheduling and equipment. For outside events, delivery and pick-up must be made inside a building.

The requesting department is responsible for the security of all items. Lost/damaged items will be billed to the Chart Field String provided at the below rates:

Chairs \$50/each

Tables \$125/each

Other Items: Cost of Replacement

PAYMENT					
Direct Charge	Account	Fund	Department	Program	Project
	5269				
Check/Cash	Please make checks out to: The University of Rhode Island				

### PROPERTY & SUPPORT SERVICES

**Central Receiving**

22 Tootell Road  
 Kingston, RI 02881  
 O (401) 874-2578  
<https://web.uri.edu/pss/events/>

MOVE QUOTE: \$

RECEIVING APPROVAL/DATE:

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**eMail Form: [central\\_receiving@etal.uri.edu](mailto:central_receiving@etal.uri.edu)**