

UNIVERSITY OF RHODE ISLAND  
**PROPERTY & SUPPORT SERVICES**

**WORK ORDER FOR TABLES / CHAIRS / PODIUMS**

Phone: **874-5468** or **874-2578** • Email: [central\\_receiving@etal.uri.edu](mailto:central_receiving@etal.uri.edu)

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_  
Department: \_\_\_\_\_ Bldg. & Rm.: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Authorized Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_  
*Dean/Director/Department Head*

\* \_\_\_\_\_  
Account Fund Department Program

**Note:** We charge for the delivery and pick-up by the moving company. A quote will be sent to the requester and delivery will be scheduled once a purchase order is received. All work orders must be received at least 2 weeks in advance of event.

Event: \_\_\_\_\_ Delivery Date: \_\_\_\_\_  
Delivery Location: \_\_\_\_\_ Delivery Time: \_\_\_\_\_  
Folding Chairs: \_\_\_\_\_ Folding Tables: \_\_\_\_\_  
Podium: \_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_

Pick-Up Date: \_\_\_\_\_

**\*You are responsible for the security of items. Lost/damaged items will be billed to the account number specified above.**

Chairs: \$50/each

Tables: \$125/each

**For outside events delivery and pick-up must be made inside building.**

Completed work order should be signed and scanned to [central\\_receiving@etal.uri.edu](mailto:central_receiving@etal.uri.edu)

**DO NOT WRITE IN BOX – FOR PROPERTY USE ONLY**

\_\_\_\_\_  
MOVE QUOTE

\_\_\_\_\_  
CENTRAL RECEIVING, APPROVAL SIGNATURE IVPO