

UNIVERSITY OF RHODE ISLAND
PROPERTY & SUPPORT SERVICES

WORK ORDER FOR TABLES / CHAIRS / PODIUMS

Phone: **874-5468** • Fax: **874-5719** • Email: central_receiving@etal.uri.edu
874-2578

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

* _____
Account Fund Department Program

Effective 6/16/17: We are now charging for delivery and pick-up by the moving company. A quote will be sent to the requestor 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 or faxed to **874-5719**.

DO NOT WRITE IN BOX – FOR PROPERTY USE ONLY

MOVE QUOTE

CENTRAL RECEIVING, APPROVAL SIGNATURE

IVPO