WORK ORDER

CENTRAL RECEIVING       REDDY MOVERS

Requested by _______________________________ Date __________________

Department ______________________ Bldg ______ Rm ______

Phone# ___________________________ Fax# __________________________

Authorized _________________________ Date _________________________

Director/Dept. Head/Designee

GENERAL JOB DESCRIPTION

EVENT: _______________________________ DATE: ______________________

DELIVERY LOCATION: ________________________________

CHAIRS: ______
TABLES: ______
PODIUM: ______
FERNS: ______

PICK UP DATE: ______

FAX

TO: __________________________

FROM: Elaine Sunderland
Property Office 4-5468

Please sign below with your
Acct.#. Return to me by
FAX 4-5596.

Responsible Person: ________________________
Peoplesoft Chartfield Number

Acct. ______ Fund ______ Dept. ______ Program ______

You are responsible for table, chair, podium, & fern security.
Lost/damaged tables/chairs/ferns will be billed to your account as follows:
Table: $125. ea. Chair: $25. ea.
Fern: $50. ea.
For outside events, delivery and pick up must be made inside building.