# Furniture Services Requisition

| Today's Date | Account Name | LVPA # | Job Date | Requisition # |
|---|---|---|---|---|
| | | | | |

| Loc | Account | Fund | Sub | Job Location | Phone # | Department Contact |
|---|---|---|---|---|---|---|
| 8 | | | | | | |

Description of Work Needed

DO NOT WRITE BELOW THIS LINE

| 999999 | Furniture Services | Recharge # 0018 | Job Completed |
|---|---|---|---|

| Description of Services | Unit | Stock # | Code | Issued | Line | Cost | Extension |
|---|---|---|---|---|---|---|---|
| **Equipment** Forklift | HR | 08200-100 | C | | A | | |
| Vehicle | HR | 08200-110 | C | | B | | |
| Vehicle Partial Hr. | HR | 08200-110 | C | | C | | |
| **Service** Supervisorial Labor | HR | 08200-310 | C | | D | | |
| Supervisorial Labor: Partial Hr. | HR | 08200-310 | C | | E | | |
| Non-Supervisorial Labor | HR | 08200-320 | C | | F | | |
| Non-Supervisorial Labor: Partial Hr. | HR | 08200-320 | C | | G | | |
| **Rental** Chairs | EA | 08173-102 | C | | H | | |
| Tables | EA | 08173-104 | C | | I | | |
| Podium | EA | 08173-101 | C | | J | | |
| Canopy | EA | 08173-108 | C | | K | | |
| Easels | EA | 08170-500 | C | | L | | |
| Staging | EA | 08173-106 | C | | M | | |
| Posterboards | EA | 08173-109 | C | | N | | |
| Storage | EA | 08200-350 | C | | O | | |
| Miscellaneous | EA | 08200-420 | C | | P | | |
| | EA | | | | | | |

| Job Foreman Signature | Department Authorizing Signature | TOTAL RECHARGE $ |
|---|---|---|
| | | |

RETN: Furniture Services: 1 -5 Years Subject to Contract and Grant Requirements
Other Copies: 0-1 Year