



John Jay College Form OSPCP.001.1  
 Office: Finance and Administration  
 Department: Office of Space Planning & Capital Projects  
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**FURNITURE REQUEST FORM \***

Date: _____
Department: _____
Telephone # _____
E-Mail _____
From: _____
Room # _____
Sign-Department Head/Chair: Print Name: _____
Initial: _____

Description of Furniture	Qty.	Notes
(ex.) Wooden desk	1	With a right hand return

\* Requests for painting, new carpeting, floor tiles, windows blinds or other special projects May be accepted but are subject to budgetary considerations and the Office of Administrative Affairs approval.

<b>Internal Use Only: (OSPCP)</b>
<b>New Furniture:</b>
Manufacturer _____
Item # _____
Date order placed: _____
Requisition # _____
PO # _____
Expected Delivery Date: _____
<b>Stock Furniture:</b>
Location: _____
Work order date placed: _____
Work order # _____
Delivery Date: _____
Location _____
<b>Received by:</b> _____
Phone/email: _____