John Jay College Form OSPCP.001.2
Office: Finance and Administration
Department: Office of Space Planning & Capital Projects
Contact: Kishel John, 212-237-8243 kijohn@jjay.cuny.edu
Last Modified: 07.21.14, OSPCP

Furniture Disposal Request Form

Date: _____
Department: _____
Telephone # _____
E-Mail _____
From: _____
Room #_____
Times Available: _____
Person to see_____, ext._____
Department Head/Chair_____

Description of Furniture	Qty.	Notes
(ex.) metal file cabinet	1	3 drawer- outer office-tagged

Please Empty all Drawers from Desks and Files or this will Delay Pick Up

Internal Use Only: (OSPCP)
Furniture Inspected: Date: _____ Initials_____

Placed Into Storage

Location_____

Furniture discarded

Approved by: Kishel John _____
Date work order generated: _____
Work Order #_____