



John Jay College Form OSPCP.001.3  
 Office: Finance and Administration  
 Department: Office of Space Planning & Capital Projects  
 Contact: Sara Cuya, 212-484-1168 [scuya@jjay.cuny.edu](mailto:scuya@jjay.cuny.edu)  
 Last Modified: 01.25.13, OSPCP

**SIGN REQUEST FORM**

Name \_\_\_\_\_

Telephone \_\_\_\_\_

E mail address \_\_\_\_\_

Building  North Hall  Haaren Hall  BMW  Westport  54<sup>th</sup> Street  New Building

Room \_\_\_\_\_

Type of Sign Requested:  
 Office  Suite  Elevators  Hallway  Directory  Department

Text on Sign Should read: \_\_\_\_\_

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Should Signage be added to the Building's Main Directory?  Yes  No

Approval of Department Head/ VP/ Chair, etc. \_\_\_\_\_

Please Print Name \_\_\_\_\_ Date \_\_\_\_\_

Comments/ Notes \_\_\_\_\_

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Please submit form to Sara Cuya [scuya@jjay.cuny.edu](mailto:scuya@jjay.cuny.edu) 212-484-1168

**Internal Use Only: (OSPCP)**

Date Requested \_\_\_\_\_

Need \_\_\_\_\_

Materials: \_\_\_\_\_

Outside vendor? \_\_\_\_\_

Date order placed: \_\_\_\_\_

Requisition # \_\_\_\_\_

PO # \_\_\_\_\_

Expected Delivery Date: \_\_\_\_\_

Installation Needed:  
 Work order placed \_\_\_\_\_

Work Order # \_\_\_\_\_

**Installed:** \_\_\_\_\_

**Received by:** \_\_\_\_\_

Phone/email: \_\_\_\_\_