

Furniture Services Requisition

Today's Date	Account Name	LVPA #	Job Date	Requisition #	
Job Location		Phone #	Department Contact		
Description of Work Needed		Department Signature			

PLEASE DO NOT WRITE BELOW THIS LINE - FOR FURNITURE SERVICES USE ONLY

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 Supervisory Labor	HR	08200-310	C		D		
Supervisory Labor: Partial Hr.	HR	08200-310	C		E		
Non-Supervisory Labor	HR	08200-320	C		F		
Non-Supervisory 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		
Umbrellas	EA	08173-107	C		O		
Storage	EA	08200-350	C		P		
Miscellaneous	EA	08200-420	C		Q		
	EA		C		R		
	EA		C		S		

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