WAREHOUSE TABLE AND CHAIR REQUEST FORM

Please fax completed form to Gina Burgess 369-4975

THE CAMPUS WILL BE RESPONSIBLE FOR REPLACING ANY ITEM NOT RETURNED OR RETURNED DAMAGED TO THE WAREHOUSE

Today's Date:_____ Campus:_____

Person Requesting Tables/Chairs:_____

Principal Approval:_____

Day of Event:_____ Event:_____

Number of Tables (**91 max**):_____

Number of Chairs (**250 max**):_____

Date required:_____ Date of removal:_____

WAREHOUSE USE ONLY

Table Delivery:

1	11	21	31	41	51	61	71	81	91	101	111	121	131
2	12	22	32	42	52	62	72	82	92	102	112	122	132
3	13	23	33	43	53	63	73	83	93	103	113	123	133
4	14	24	34	44	54	64	74	84	94	104	114	124	134
5	15	25	35	45	55	65	75	85	95	105	115	125	135
6	16	26	36	46	56	66	76	86	96	106	116	126	136
7	17	27	37	47	57	67	77	87	97	107	117	127	137
8	18	28	38	48	58	68	78	88	98	108	118	128	138
9	19	29	39	49	59	69	79	89	99	109	119	129	139
10	20	30	40	50	60	70	80	90	100	110	120	130	140

Table trucks:_____ Table straps:_____

Tables delivered by:_____ Date:_____

Tables received by:_____ Date:_____

Tables Returned:

1	11	21	31	41	51	61	71	81	91	101	111	121	131
2	12	22	32	42	52	62	72	82	92	102	112	122	132
3	13	23	33	43	53	63	73	83	93	103	113	123	133
4	14	24	34	44	54	64	74	84	94	104	114	124	134
5	15	25	35	45	55	65	75	85	95	105	115	125	135
6	16	26	36	46	56	66	76	86	96	106	116	126	136
7	17	27	37	47	57	67	77	87	97	107	117	127	137
8	18	28	38	48	58	68	78	88	98	108	118	128	138
9	19	29	39	49	59	69	79	89	99	109	119	129	139
10	20	30	40	50	60	70	80	90	100	110	120	130	140

Table trucks returned:_____ Table straps returned:_____

Tables picked up by:_____ Date:_____

Tables returned by:_____ Date:_____

Chair Delivery:

Chairs delivered:_____ Chair trucks:_____

Chairs delivered by:_____ Date:_____

Chairs received by:_____ Date:_____

Chair Return:

Chairs returned:_____ Chair trucks returned:_____

Chairs picked up by:_____ Date:_____

Chairs returned by:_____ Date:_____