University at Buffalo
*The State University of New York*
University Facilities
Customer Service

**TO: Jill Zolnowski FAX: 645-5965 DATE: _____**

**RE:** Work Order Request **FROM: _____**

Confirmation #_____ Organization _____

Date(s) of Event _____ Beginning time _____ End time _____

Account # _____ Contact _____ Telephone # _____

Delivery Date/Time _____ Pick up Date/Time: _____

Location of Event: _____

Type of Event: _____

Item/Services Requested: _____

*****There will be a charge for the delivery and pick-up of items below. Call Customer Service for details. Replacement cost of missing or damaged items will be billed to your department. *****

| Number | Items | Number | Items |
|---|---|---|---|
| _____ | Chairs | _____ | (sets) Volleyball Poles |
| _____ | Tables | _____ | Lectern seal |
| _____ | Flag set | _____ | Coat Rack |
| _____ | Podium | _____ | Exterior Signs |

_____ Trash Bins **(Recycling Bins will be provided at no additional cost) (Please specify types of bins needed)**

| | | |
|---|---|---|
| Y | N | Climate control (see explanation below) |
| Y | N | Custodial (see explanation below) |
| Y | N | Grounds (see explanation below) |
| Y | N | Electrical (see explanation below) |

Explanation: _____

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**If space is reserved through Conference and Special Events, please call Liz McGrath at 645-2055. If not reserved, please fill out the form above. Thank you.**