

Buildings & Estates

USED FURNITURE REQUISITION FORM

Department Name: _____

Request From
(Head of Dept) Name: _____

Signature: _____

Item	Quantity	Location	Room No
Rectangular Desk			
Radial Desk			
Desk Pedestal			
Computer WorkStation			
Swivel Chairs			
Visitors Chairs			
Tablet Chairs			
Lab Stools			
4 Drawer F/C			
3 Drawer F/C			
2 Drawer F/C			
Rectangular Meeting Table			
Circular Meeting Table			
Rectangular Office Table			
Student Table			
Steel Press (Storage Unit)			
Safe			
Lockers			
Open Shelf Unit Size 1m wide x 2m high			
Notice Boards			
White Boards			
Office Screens			

Other

Required by: _____

Date: _____