

Tennessee State University
Warehouse Property Request Form

Department Requesting Furniture: _____

Contact Person: _____

Telephone Number: _____

Item Number: _____, _____, _____

Item Description: _____

Number of Items: _____

When you have selected your desired item or items please make a visual inspection of the property before having it removed from the warehouse.

Once approved, go to the Tennessee State University Website and submit a moveable property form for transporting your property to its desired location.

All warehouse property request forms may be hand delivered or sent via fax (963-5642) to Facilities Management: To the attention of Dr. Joseph Lee Perry.