

Jefferson County Public Schools Table and Chair Request Form



Request to borrow equipment from Supply Services

Location Name: _____
 Delivery Date/Drop-off Time: _____
 Pickup Date/Time: _____
 Room Location: _____
 Contact Person: _____
 Contact Number: _____
 Email Address: _____

Description of Item	Quantity	Special Request

Received By: _____ Date: _____
 Driver Signature: _____ Date: _____
 Warehouse Received By: _____ Date: _____

Please return this completed form to:
 Supply Services
 C.B. Young Service Center, Building 4
 Phone Number – 485-3157
 Fax Number – 485-3772
 Email – jcps.surpluspickup@jefferson.kyschools.us