

**PROPERTY CONTROL DEPARTMENT
REQUEST FORM FOR USE OF TABLES AND/OR CHAIRS**

Campus:	Specific Delivery Location:
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Delivery Date:	Delivery Time:
Pick-Up Date:	Pick-Up Time:

Number of Tables:	Number of Chairs:
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Contact Information

Submitted by:
Phone #:

Event-Reason for use of tables and/or chairs:

Other Information:

Campus Principal/Department Approval

Print Name	Signature	Date

Note: This form must be emailed to PropertyControl@psjaisd.us at least two weeks in advance. Each event requires a separate request form. Individual submitting form will receive a notification through email to inform them that the request has been processed. Campus/Department will be informed via email if request cannot be granted. Due to the limited number of tables and chairs, events such as testing and UIL will have priority over luncheons, dances, etc.

START COLLEGE NOW! COMPLETE EARLY! GO FAR!

800 S. Stewart Road., San Juan, TX 78589 P: 956-354-2180 F: 956-354-3047 www.psjaisd.us
It is the policy of Pharr-San Juan-Alamo ISD not to discriminate on the basis of sex, disability, race, color, religion, national origin or age.