



SURPLUS FURNITURE

Submit the form by email procurement@alcdsb.on.ca.

School/Department Name: _____

Approval Signature: _____

ITEM #	DETAILED DESCRIPTION	QTY	OTHER NOTES
EXAMPLES of descriptive information that must be included: <input type="checkbox"/> Chair, Primary, two-piece seat/back, stacking, orange <input type="checkbox"/> File cabinet, four-drawer, vertical, locking, beige <input type="checkbox"/> Table, Rectangle, 30"W x 60"L x 24"H, grey <input type="checkbox"/> Table, Trapezoid, Intermediate, 30" H			

Form: PUR – 600.4