

Yavapai College Request for Office Chair

To help employees' transition to working remotely, requests may be made for temporary use of your YC issued office chair at home. Upon end of remote assignments, chairs must be returned to your YC office.

To request use of your office chair, employees should fill out the information below and email it to their supervisor's for approval. Upon approval, supervisor should forward this form to facilities@yc.edu.

Facilities will reply via email to the employee and supervisor with instructions.

- Approved forms returned today, March 24th before 4:30pm, will allow employees to take their chair home today.
- Approved forms returned after this time, employees will need to setup an appointment to pick-up their office chair from Facilities, Building 20. Facilities personnel will help load if needed. Facilities office 928-776-2180.
- Upon end of remote assignment, employees must return the office chairs to their original location. If assistance is needed, please contact Facilities.

I understand that I am solely responsible for the condition of my YC office chair while it is in my possession. Yavapai College may withhold funds from the employee's paycheck for the replacement cost of the property if damaged or not returned.

Name: _____ Office Location: _____ Date: _____

Phone Number: _____ Department: _____

Supervisor Name: _____ Signature: _____

For Facilities Use:

Facilities Director: _____ Signature: _____

Chair Returned: _____ Office Location: _____

Facilities Representative Signature: _____