

North Division

**MONTEFIORE MEDICAL CENTER
CENTRAL LAUNDRY FACILITY**

Department of Human Resources
Telephone # 718-617-0440
Requisition For Uniforms or Lab Coats

In order for you to receive uniforms/lab coats **you must fill out the complete form.** This form will not be processed unless signed by Manager or Director. Please fax to Ronald Allen Manager of Linen Services at 718-542-5893.

Date: _____

Last Name: _____ First Name: _____ Title: _____

Department: _____ Campus: MMC Other _____

CIRCLE ONE: Male Female New Hire

Type of Coat Requesting: New Replacement

COST CENTER: 00100396006015

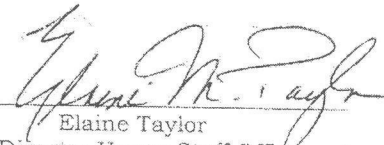
Please choose one of the NUMBERED sizes listed below
Central Laundry recommends ordering 2 sizes larger than your actual size

WOMEN
8 or 10 - SM
12 or 14 - MED
16 or 18 - LARGE
40 or 42 - XLARGE

MEN
32 or 34 - SM
36 or 38 - MED
40 or 42 - LARGE
44 or 46 - XLARGE

| QTY | DESCRIPTION | *SIZE | MONDAY WEDNESDAY FRIDAY | 7:00AM-3:00PM |
|-----|----------------|-------|-------------------------------|---------------|
| | White Lab Coat | | | |
| | White Lab Coat | | TUESDAY THURSDAY | 9:00AM-5:00PM |
| | White Lab Coat | | | |

Signature for Approval: _____


Elaine Taylor
Director House Staff Office

Contact Number: 718-920-2341

MCL OFFICE USE ONLY

APPROVED BY: _____

ISSUED BY: _____

DATE: _____

DATE: _____

DATE: _____

RECEIVED _____

| | Date |
|----------------|-------|
| Log Req. | _____ |
| Log Issue | _____ |
| Log Received | _____ |
| Cancel Request | _____ |

MCL UNIFORM
DIST.
DATABASE INFO