CITY OF NEW YORK
DEPARTMENT OF DESIGN AND CONSTRUCTION

REQUEST FOR PERMISSION TO STORE MATERIAL

Project Name/Description: _____ Date: _____

FMS ID: _____ Contract Reg. No: _____ Payment No: _____

PART I

We hereby request your approval of the purchase and storage of the following material or equipment and the place of storage, as indicated below, for the purpose of receiving payment prior to incorporation in the work of the above project:

Item	Description	Quantity	Estimated Cost	Place of Storage (On or Off Site)

(Attach Additional Sheets as Required)

We agree that upon arrival of the purchase and storage of the above material or equipment, in whole or in part, we will assume all responsibility for the preservation and protection of such material and equipment until accepted and installed in accordance with the Contract Specifications.

Contractor: _____ _____ _____ Date: _____

Print name Signature Title

I certify that I or my representatives have checked the material or equipment and that they are required or specified for the work under the contract. An inspection of the proposed place of storage has been made, it is suitable and adequate for storage of the material or equipment. **I, THEREFORE, RECOMMEND APPROVAL** of the purchase of the above material or equipment and the place of storage at the indicated location.

RE/CPM: _____ _____ Date: _____
Print name Signature

Recommended Approval:

EIC/Project Dir: _____ _____ Date: _____
Print name Signature

Deputy Borough Dir: _____ _____ Date: _____
(Infrastructure only) Print name Signature

Borough Dir./Program Dir: _____ _____ Date: _____
Print name Signature

(over)