



KENTUCKY TRANSPORTATION CABINET
Office of Support Services
DIVISION OF FACILITIES SUPPORT

TC 77-4
Rev. 08/2009
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FRAME SHOP ORDER

The requesting agency should complete Section 1 and then forward to the Division of Facilities Support, 1219 Wilkinson Blvd, Frankfort, KY 40622.

Note: Requests for items to be framed for the Transportation Cabinet Office Building will be limited to items 18" x 25" (outside frame size) or smaller. With prior approval, framing for larger items is available for private individual office spaces with walls that extend to the ceiling. All items will be framed with black frames.

To be eligible for framing, retirement certificates shall be for employees with at least 27 years of state service, and career certificates shall be for employees with at least 20 years of state service.

SECTION 1: REQUESTING AGENCY

AGENCY	PHONE	DATE	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
ADDRESS (street)	CITY	STATE	ZIP
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DEPARTMENT #			
<input type="text"/>			

DESCRIPTION OF ITEM(S) TO BE FRAMED (e.g., names to be printed on a certificate)

As requesting agency contact, I certify that the item(s) will be used in conjunction with official business of the Commonwealth of Kentucky.

FIRST NAME	LAST NAME	TITLE	PHONE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SIGNATURE		DATE	
<input type="text"/>		<input type="text"/>	

SECTION 2: TO BE COMPLETED BY DIVISION OF FACILITIES SUPPORT

REQUEST APPROVED BY: DIVISION OF FACILITIES SUPPORT, DIRECTOR	DATE
<input type="text"/>	<input type="text"/>

REQUEST RECEIVED BY: DIVISION OF FACILITIES SUPPORT, BRANCH MANAGER	DATE
<input type="text"/>	<input type="text"/>

DATE (completed)	DATE (notified)	DATE (picked up)
<input type="text"/>	<input type="text"/>	<input type="text"/>

FRAMED ITEMS RECEIVED BY