

REQUEST FOR OFFICE SERVICES

TO: *(Retain last copy and forward balance of set)*

- Personal Property and Transportation Branch
 - Property
 - Transportation

- Assets Facility Acquisition and Management Division
 - Assets Management Team
 - Assets Accounting Planning and Relocation Team

FROM: ORIGINATING OFFICE

ROUTING CODE	BUILDING	ROOM NUMBER
FOR REFERENCE CONSULT		TEL. CODE & EXT.
DATE OF REQUEST	DATE SERVICES REQUIRED	
ORGANIZATION CODE		PROJECT/TASK CODE

DESCRIPTION OF SERVICES REQUIRED

APPROVAL (Signature of official authorized to approve expenditure of funds)

DATE