

UNITED STATES DEPARTMENT OF AGRICULTURE

REQUEST FOR SERVICE OR MOVEMENT OF PROPERTY

DATE OF REQUEST	REQUEST NO.	
TIME RECEIVED <input type="checkbox"/> AM <input type="checkbox"/> PM	RECEIVED BY	
DATE REQUIRED	DATE ASSIGNED	ASSIGNED TO

	NAME	AGENCY AND DIVISION	EXTENSION	ROOM AND BUILDING
FROM:				
TO:				

QUANTITY/SERIAL NO.	ASSIGNMENT/DESCRIPTION

RECEIPT		SERVICE	
The above property has been received for which I am responsible.		<input type="checkbox"/> PARTIAL COMPLETION <input type="checkbox"/> RESCHEDULED <input type="checkbox"/> COMPLETED <input type="checkbox"/> FOLLOW-UP	COMPLETED BY
DATE	SIGNATURE OF RECIPIENT		DATE