

<b>(PROGRAM SUPPORT CENTER)</b> <b>REQUEST FOR LABORING, MATERIALS HANDLING AND TRUCKING SERVICES</b>				Control Number	
Submit original and two copies to Shipping and Receiving, Room 1A-70, Parklawn Building. Submit a separate order for each service.				Date of Request	
Requestor			Room	Building	Telephone
Date of Service	Time of Service	From (location)		To (location)	
Approved by				Title	
Appropriation		Allotment		Agency, Bureau, Division	
Description of Service Requested (specify items to be transported or work to be performed):					
Signature (when work is completed)				Time	Date
Signature (when work is completed)				Time	Date