

## REQUEST FOR NEW OR MOVED OFFICIAL BULLETIN BOARD

\*Requestor Name \_\_\_\_\_ \*Code \_\_\_\_\_ \*Phone \_\_\_\_\_  
 Group Lead/Division Director (or designee)

\*Date \_\_\_\_\_ \*Signature \_\_\_\_\_

ALL requests require Administrative Support Division Director (code 71300) signature before any actions can be taken	*Administrative Support Division Director (code 71300) Signature	*Date
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<input type="checkbox"/> <b>REQUEST FOR APPROVAL TO INSTALL NEW OFFICIAL BULLETIN BOARD</b>	
Plant Maintenance Work Order Number _____ Actual installation is performed by Plant Maintenance using a Plant Maintenance Work Order Request form via Intra1	
<b>DESCRIBE DESIRED LOCATION FOR NEW OFFICIAL BULLETIN BOARD</b>	
Building #	Room/Column # (if applicable)
Describe in detail the requested location (next to, near, across from, etc.)	

<input type="checkbox"/> <b>REQUEST TO MOVE EXISTING OFFICIAL BULLETIN BOARD</b>	
Plant Maintenance Work Order Number _____ Actual movement is performed by Plant Maintenance using a Funding Approval Request (F-Form), FRCSE 11014/15, via Intra1	
<b>DESCRIBE CURRENT LOCATION OF EXISTING OFFICIAL BULLETIN BOARD</b>	
Building #	Room/Column #
Describe in detail the current location (Use same description on Plant Maintenance Work Order Request)	
<b>DESCRIBE DESIRED LOCATION OF EXISTING OFFICIAL BULLETIN BOARD</b>	
Building #	Room/Column #
Describe in detail the location requested (Use same description on Plant Maintenance Work Order Request)	

<b>NOTIFY THE ADMINISTRATIVE SUPPORT DIVISION DIRECTOR (CODE 71300) VIA E-MAIL WHEN ACTION IS COMPLETE*</b>	
*OFFSITE (Mayport, Oklahoma City, Beaufort, etc.) list designee name/phone _____	

\*REQUIRED FIELDS.

ALL required fields on this form must be completed and those not required indicate N/A.