

<b>NOAA FORM 41-1 (11/2013)</b>		<b>U.S DEPARTMENT OF COMMERCE</b> <b>NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION</b>		<b>REQUISITION NUMBER</b> (To be assigned by FOD)
<b>REQUEST FOR OFFICE SERVICES</b>				
<b>FROM: ORIGINATING OFFICE</b>		<b>DATE OF REQUEST</b>		<b>DATE SERVICES REQUIRED</b>
<b>REQUESTOR INFORMATION</b>				
<b>NAME</b>	<b>TEL. NUM. + EXT.</b>	<b>BUILDING</b>	<b>ROOM NUMBER</b>	
<b>ORGANIZATION CODE (16 DIGITS)</b>	<b>PROJECT/TASK CODE (10 CHAR)</b>			<b>ROUTING CODE</b>
<b>OFFICE SERVICE INFORMATION</b>				
<b>BUILDING (WHERE SERVICES WILL BE PERFORMED)</b>		<b>ROOM NUMBER (WHERE SERVICES WILL BE PERFORMED)</b>		
<b>DESCRIPTION OF SERVICES REQUIRED*</b>				
<i>* include the point of contact if other than the requestor</i>				
<b>APPROVAL (Signature of official authorized to approve the expenditure of funds)</b>				<b>DATE</b>
<b>FOR FOD USE ONLY</b>				
<b>DATE RECEIVED</b>	<b>COMPLETION DATE</b>	<b>MATERIALS USED</b>	<b>MATERIALS COST</b>	
			<b>LABOR COST</b>	
<b>WORK ORDER CODE</b>	<b>MAN HOURS</b>			
			<b>TOTAL COST</b>	