# EOC logo identifier.JPG

**WORK REQUISITION FORM**

**PRIOR APPROVAL REQUIRED: YES SUPERVISOR SIGNATURE / DATE : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- |
| Date: |  |
| Requested By: |  |
| Date Submitted: |  |
| Date Needed By: |  |

□MOVE □ PROVIDE KEYS/OPEN LOCK □ REMOVE/DISCARD

□ STORE/SAVE □ SET-UP/REARRANGE □ SPECIAL EVENT  
  
□ OTHER (EXPLAIN BELOW AND / OR DRAW DIAGRAM IN THE SPACE ABOVE IF NECESSARY)

**SPECIAL INSTRUCTIONS**

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