

**OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER (CAO)**

**Office Systems Management (OSM)**

**B-215 Longworth HOB**

**Phone: 202-225-3994 // FAX: 202-226-1277**

**EQUIPMENT REQUISITION ATTACHMENT FORM**

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>PART #</u>	<u>COST</u>	<u>INSTALLATION COST</u>	<u>PLAN TYPE</u>
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_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**SIGNATURE OF MEMBER/CHAIRMAN:** \_\_\_\_\_