

**OFFICE SYSTEMS MANAGEMENT  
U.S. HOUSE OF REPRESENTATIVES  
B-215 LONGWORTH BUILDING  
WASHINGTON, DC 20515**

**PHONE X53994  
FAX X61277**

**REMOVAL FORM**

OFFICE: \_\_\_\_\_ PHONE: \_\_\_\_\_ DATE: \_\_\_\_\_

STATE: \_\_\_\_\_ DISTRICT: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

OSM CONTROL NUMBER	SERIAL NUMBER	DESCRIPTION OF EQUIPMENT	LOCATION	REQUESTED REMOVAL DATE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Please Note:** Office Systems Management (OSM) cannot disconnect computer equipment. This will be done by the vendor or House Information Resources (HIR) (x56002) at time of removal. Additionally, equipment leased under the Thirty Day Plan requires a 30 day written notice from OSM to the vendor for cancellation.

**SPECIAL INSTRUCTIONS:**

SIGNATURE of MEMBER/CHAIRMAN: \_\_\_\_\_