

General Services Agency
Copier Relocate Request
VENTURA COUNTY CONTRACT #7895
County-Wide Multifunctional Device Rental Program

To: Copier Program Administrator

From: _____

Date: _____

Re: Copier/Relocate Request

AGENCY: _____ DEPARTMENT: _____

CONTACT: _____ TELEPHONE No.: _____

Relocate		Address	Model	Serial No.	Floor	Room#
From:						
To:						

Please charge the moves as follows:

Agency	Fund	Unit	Activity	Function	Program

Authorized Department Signature

For GSA-Procurement Official Use Only

THE COUNTY OF VENTURA:

CANON SOLUTIONS AMERICA, INC.

Printed Name of Authorized Representative

Senior Buyer

Title of Authorized Representative

Signature of Authorized Representative

Date

Printed Name of Authorized Representative

Title of Authorized Representative

Signature of Authorized Representative

Date

