## Department of General Services Moving Services Division Request for Services

PARTI	MSR# <u>DONE - LA32-01</u>
Requestor's Name Requestor's Phone Requestor's E-mail  Requestor's E-mail	tment/Div Requesting Service DONE-LA32 NC Zantes / Jeffrey S.Br.11 71085 (818)374-9894 @ IA32NC. org/Jeff. br.11 Clacity.org
PART II	
Relocate items within the same office/buildin     Transport to other location     Salvage items**     Record Retention	Mark all that apply   G
Items to be moved/quantity:	
Desk(s)* Computer Table(s) Printer(s) Chair(s) Box(es) Bookcase(s)* Other File Cabinet(s)* Other 'You must empty all drawers and shelves before they are to be really salvage items must be listed on a Salvage Form or they care	noved
PART III	
Items being moved from (include room #): PAddress 4881Valley Blvd. Contact person Phone	BLEC STORG JC
Items being moved to (include room #):  Address GSD-Salvage  Contact person 503 Ramice  Phone	2 ST.
PARTIV	
If moving cost exceeds the authority limit set by your department head is required.	GSD, an authorized signature to pay for services from
Michelle Corrantes Treas	BUKER MICHETTE CONTAINES THUS SMATTE - DONE
PART V	
	ving Services' Use Only
Move scheduled for: Date:	At:AMPM
Assigned to: GSD Movers	American Relocation
Estimated cost of move \$:	Invoice #: B/L #:

Please see back of this form for additional contact payment information

## Moving Services Division Request for Services

Note:

Some work may require a Some work performed ma	y require payment from requesting department for services rendered.
Please provide the contac	t information for person(s) who will be responsible for receiving and paying the invoice(s).
PART VI	
Name	Jeffry S. Brill
Department/Division	Deptof Nieghborhood Emparement 200 N Spring Street # 2005, LOS ANGELES, CA 91012
Mailing Address	200 N Spring Street # 2005, LOS Angeles, CA 90012
Mail Stop	968
Phone	(818)374-9894
E-mail	jest. brille lacity.org
PART VII	
Name	
Department/Division	
Mailing Address	
Mail Stop	
Phone	
E-mail	

Hems Ove at Public storage
4839 Valley Blvd: D163
Los Angeles, Ca 40032
323-223-1728

Budg Ref#	REQUEST F	SHOULD BE TYPED FOR SALE/REUSE RANSFER ADVICE OF NAL PROPERTY	RFS#
RELEASING DEPA LA32 Neighborh	RTMENT MOOCL COUNCIL	ACCEPTING DEPARTMEN	т
Line No. Quantity Decal No.	CAMS' No Serial No.	Brief Description  BBQ GITILL  Propane tank  Computer Desk  TV stand Corddy  Plastic Container  Speakers  INK Cartridge	Salvage Item No.
*Centralized Asset Management System	Received in Salvage by	Date:	
From, Dept. No. 4.7 Fu Credit Sale Auction proceeds to Dept Useable Electronics: Per City of Los, a copy of the CitMAX listing & Electronics.	Nelle (0/201/e5 frag 5-801) ind No. 100 No. 47 Fund No. 105 Angeles Ordinance #178450, useable ite inic Wasto Salvage Certification For to this	Activities 1.502 Ac	4571
Dep	pt. or Blavesiu Head A	Approved TE BOX	Purchasing Agent

To the Purchasing Agent: SALE
Request is hereby made that the above and listed
described property belonging to the City of Los Angeles
and under the custody of and no longer needed by this
Department, and no longer required for City use, it be put
for SALE and that such sale be conducted in accordance
with prescribed City procedures, is bereby approved, with
proceeds/funds thereof to be paid into the City Treasury

To the Purchasing Agent: REUSE
Request is hereby make that the above and listed described property belonging to the City of Los Angeles, and under the oustorly of and no longer needed by this Department, elsewhere be REUSED and inventoried by receiving Department, and that it be REUSE in abcordance with the intended original use of property with prescribed procedures, is hereby approved, and respective departments be credited accordingly, with any proceedsfunds thereof to be paid into the City Treasury.