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| **Furniture Request Form (Internal move to an OCC site)**  **Free** | |
| Requester’s Contact Name |  |
| Telephone |  |
| Team name |  |
| New furniture location |  |
| Lot numbers of items requested |  |
| This is collection only item(s). You can collect your item(s) on | Date:  No, I can’t collect (Request automatically rejected) |
| Purpose of using the item(s) |  |
| Office Use only | |
| Date Form Received |  |
| Date Lot collected |  |
| Requester signature on collection |  |