

NRC FORM 30 <small>(10-2007)</small> U.S. NUCLEAR REGULATORY COMMISSION REQUEST FOR ADMINISTRATIVE SERVICES FOR HEADQUARTERS: SEND TO THE APPROPRIATE MAIL STOP LISTED WITH TYPE OF SERVICE		1. DATE OF REQUEST <div style="text-align: center; border: 1px solid black; padding: 2px;">03/16/2009</div>		2. DATE DUE <i>If applicable</i> 	
4. TYPE OF SERVICE <input checked="" type="checkbox"/> BUILDING ALTERATIONS AND SERVICES <input type="checkbox"/> PHOTOGRAPHY / AUDIOVISUAL <input type="checkbox"/> PROPERTY AND LABOR SERVICES <input type="checkbox"/> SUPPLIES <input type="checkbox"/> OTHER <i>(Specify)</i>		MAIL STOP T-7 D24 T-6 E7 O-4 D15 O- P141 O-2 B7		3. REQUEST NUMBER (LEAVE BLANK) 	
6. REQUESTER Bill Herron		7. OFFICE Adm/Adsc/Plsb		8. TELEPHONE NUMBER 301-492-0051	
				9. FAX NUMBER 301-492-0054	
				10. MAIL STOP WHSE	
5. PERSONAL PROPERTY APPROVAL I certify that personal property assets within the Office/Division have been carefully screened for excess, are currently fully utilized, and the additional requested items are absolutely essential to work performance and will be used only for official purposes. 5a. PROPERTY CUSTODIAN -- SIGNATURE <div style="text-align: center;"><i>Bill Herron</i></div> 5b. DIVISION DIRECTOR/DESIGNEE -- SIGNATURE <div style="text-align: center;"><i>R. Harris</i></div>					
11. SPECIAL INSTRUCTIONS (INCLUDE TITLE, INSTRUCTIONS, STOCK NUMBERS, JUSTIFICATION, QUANTITIES, AND UNITS WHEN APPLICABLE.) <p>Please purchase and install wire mesh panels or fencing to enclose security cage located at NRC warehouse. Due to recent IG Audit, cage needs to be extended vertically from current height to ceiling level to prevent anyone from climbing over the top of the current cage.</p> <p>Current mesh is made by Wire Crafters.</p>					
12. FUNDING INFORMATION					
JOB CODE	B & R NUMBER	BOC	FUND SOURCE	AMOUNT	
12a. FUNDS CERTIFIED AVAILABLE BY: SIGNATURE -- CERTIFYING OFFICIAL				12b. DATE	
FOR PROCESSING USE ONLY (LEAVE THIS SECTION BLANK)					
13a. REQUIREMENT APPROVED -- SIGNATURE		13b. DATE		14a. REQUISITIONING OFFICER -- SIGNATURE	
15. OFFICE OF ADMINISTRATION PROCESSING					
ACTION	SIGNATURE	DATE	ACTION	SIGNATURE	DATE
A. POSTED			C. DELIVERED		
B. FILLED			D. COMPLETED		
The material and/or services itemized above have been received in the quantity and quality specified, except as otherwise noted.			15a. SIGNATURE -- RECIPIENT		15b. DATE

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