STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES
OFFICE OF FLEET ADMINISTRATION

REQUEST FOR GENERAL SERVICES CHARGE CARDS

OFA 58a (REV. 07/05)

To: Department of General Services
Office of Fleet Administration
1700 Nationa Dr.
Sacramento, CA 95834 A-1

Telephone (916) 928-2550
FAX Number (916) 928-9895

From:

Name:

Department:

Address:

Telephone:

Email Address (REQUIRED):

Date:

SUBJECT: **GENERAL SERVICE CHARGE CARDS**

Please provide General Services Charge Cards as indicated below. Authorization is hereby granted for allowance of charges.

Agency Billing Code Number	Quantity	Please specify wording on card (maximum 24 characters).

Name of Person Ordering Cards		Telephone Number
Title	Mail Cards to	
Department-Division-Unit	Address	IMS
Authorized Signature		