

WORKSPACE ALLOCATION/RECONFIGURATION REQUEST

OFFICE SYMBOL

DATE (YYYYMMDD)

LOCATION

FUNDS AVAILABLE

YES

NO

DATE REQUIRED (YYYYMMDD)

DESCRIPTION OF WORK

JUSTIFICATION

IMPACT IF NOT PROVIDED

REQUESTOR

NAME, RANK

PHONE NUMBER

COORDINATION

NAME, RANK (Resource Advisor)

PHONE NUMBER

NAME, RANK (FUB POC)

PHONE NUMBER

DSB USE ONLY

TRACKING NUMBER _____

DSB

- APPROVED
 APPROVED WITH MODIFICATION
 DISAPPROVED

FWD TO DDS

DATE _____

DDS

- APPROVED
 APPROVED WITH MODIFICATION
 DISAPPROVED

FWD TO FUB

DATE _____

FUB

- APPROVED
 APPROVED WITH MODIFICATION
 DISAPPROVED

FWD TO DSB

DATE _____

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About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).