

AGENCY VISIT REQUIREMENTS QUESTIONNAIRE

SECTION 1

To efficiently coordinate your visit to Financial Management Services (FMS), return this completed questionnaire to the FMS Customer Support Branch at cod.support@usda.gov or fax to (303) 274-3852 **at least 2 weeks prior to your visit**. (Visit requests for non-U.S. citizens are required at least 30 days in advance.) Your visit coordinator will contact you upon receipt of the questionnaire. We look forward to your visit!

DATE OF VISIT	AGENCY VISIT POINT OF CONTACT (POC) NAME:
POC TELEPHONE NUMBER	POC EMAIL ADDRESS

PURPOSE OF VISIT *List specific agenda items, and requested OCFO New Orleans participants (e.g., financial services or HR/payroll services representatives).*

EQUIPMENT REQUESTED

OTHER INFORMATION

LAPTOP COMPUTER ACCESS *Please indicate the option requested for each visitor listed.*

- OPTION 1:** Request to utilize my laptop and Internet wireless provider to access the Internet and other applications, i.e., Word, Excel, PowerPoint, while at the NFC facility.
- OPTION 2:** Request to utilize my laptop and Internet capability provided by NFC to access the Internet and other applications, i.e., Word, Excel, PowerPoint, while at the NFC facility.
- OPTION 3:** Request to use a laptop and Internet capability provided by NFC to access the Internet and other applications, i.e., Word, Excel, PowerPoint, while at the NFC facility.

NOTE *Property passes are required for all laptops when departing our facility. All laptops are subject to inspection by building security.*

SECTION 2, VISITOR INFORMATION

NAME	AGENCY/COMPANY
TITLE	VISIT DATES
U.S. CITIZEN <input type="checkbox"/> YES <input type="checkbox"/> NO	LAPTOP COMPUTER ACCESS <input type="checkbox"/> OPTION 1 <input type="checkbox"/> OPTION 2 <input type="checkbox"/> OPTION 3
REASON FOR LAPTOP ACCESS	
SPECIAL REQUESTS	

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SECTION 2, CONT.

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