

PROCUREMENT REQUEST		TO: (Procurement Office)					1. REQUESTING OFFICE	
<i>INSTRUCTIONS: Agencies must provide entires in unshaded areas. See reverse.</i>								
2 RECEIVING OFFICE NO.	3 CONTRACT NUMBER <i>(If Applicable)</i>	4 ORDER DATE	5	6 UNIT CODE	7 FUND CODE	8 PURCHASE/DELIVERY ORDER NUMBER	9 SUB.	1A. PROCUREMENT REQUEST NO.
								1B. DATE

CHECK ONE	10. TO: (Seller)	11. SHIP TO: (Consignee and Destination)
<input type="checkbox"/> Purchase Order		
<input type="checkbox"/> Delivery Order		<input type="checkbox"/> INSIDE DELIVERY REQUESTED

12 LINE ITEM	13 ACT. CODE	14 DESCRIPTION	15 BUDGET OBJECT	16 ACC. LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT
<p style="text-align: center;"><i>For additional information, please contact:</i></p> <p style="text-align: center;">_____ TECHNICAL CONTACT _____ TELEPHONE NO. _____</p>								

21 FOB POINT	22 DISCOUNT TERMS	Sub-Total ▶	25
23 REQUIRED DELIVERY <i>(Do not use ASAP)</i>	23A NEGOTIATED DELIVERY	24 SHIP VIA	26 ESTIMATED FREIGHT
TOTAL ▶			27

28 ACC. LINE	29 ACCOUNTING CLASSIFICATION					30 DISTRIBUTION	31 AMOUNT		
	A	B	C	D	E				
2	5	10	5	3	4	1	4	1	2

RECOMMENDED SOURCE(S) (If necessary, use attachment)	I certify that the above items are necessary for use in the public service. TITLE _____ SIGNATURE OF AUTHORIZED REPRESENTATIVE _____
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