

PROCUREMENT REQUEST INSTRUCTIONS: Agencies must provide entries in unshaded areas. See reverse.		TO: (Procurement Office)					1. REQUESTING OFFICE					
2 RECEIVING OFFICE NO.	3 CONTRACT NUMBER	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 <input type="checkbox"/> Purchase Order <input type="checkbox"/> Delivery Order		10. TO: (Seller)				11. SHIP TO: (Consignee and Destination)						
								<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> <table style="width:100%; border: none;"> <tr> <td style="width:50%; border: none; border-bottom: 1px solid black;">TECHNICAL CONTACT</td> <td style="width:50%; border: none; border-bottom: 1px solid black;">TELEPHONE NO.</td> </tr> </table>											TECHNICAL CONTACT	TELEPHONE NO.
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21 FOB POINT				22 DISCOUNT TERMS				Sub-Total ▶		25		
23 REQUIRED DELIVERY <small>(Do not use ASAP)</small>		23A NEGOTIATED DELIVERY		24 SHIP VIA		26 ESTIMATED FREIGHT		TOTAL ▶		27		
28 ACC. LINE	29 ACCOUNTING CLASSIFICATION							30 DISTRIBUTION	31 AMOUNT			
	A 5	B 10	C 5	3	D 4	1	4	E 1	2			
RECOMMENDED SOURCE(S) <small>(If necessary, use attachment)</small>					I certify that the above items are necessary for use in the public service.							
					TITLE							
					SIGNATURE OF AUTHORIZED REPRESENTATIVE							