PROCUREMENT REQUEST

INSTRUCTIONS: Agencies must provide entires in unshaded areas. See reverse.

TO: (Procurement Office)

1. REQUESTING OFFICE

2 RECEIVING OFFICE NO.	3 CONTRACT NUMBER *(If Applicable)*	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

☐ Purchase Order

☐ Delivery Order

10. TO: (Seller)

11. SHIP TO: (Consignee and Destination)

☐ 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

For additional information, please contact:

_____   _____
TECHNICAL CONTACT   TELEPHONE NO.

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

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

AD-700 (4-82)

INSTRUCTIONS FOR REQUISITIONING ACTIVITIES

Do not make entries in shaded areas (blocks numbered, 4, 5, 6, 8, 9, 10, 13, 21, 22, 23A, 24, 26, 27, 31 and Purchase Order Delivery Order block). These spaces are provided for procurement personnel.

Block 1. REQUESTING OFFICE. Enter the office that prepares the procurement request.

Block 1A. PROCUREMENT REQUEST NUMBER. Enter the appropriate Document Control Number.

Block 1B. DATE. Enter date the procurement request is prepared.

Block 2. RECEIVING OFFICE NUMBER. Enter last four positions of the GSA FEDSTRIP Requisition Number of the office responsible for answering inquiries concerning receipt of the order.

Block 3. CONTRACT NUMBER. If this is a delivery order against a GSA contract, or other Indefinite Delivery type contract, enter contract number. Otherwise leave blank.

Block 6. UNIT CODE. For Forest Service only; enter the code of the unit whose funds are to be charged.

Block 7. FUND CODE. Enter appropriate Fund Code for agency and accounting station, as assigned by National Finance Center (NFC).

Block 11. SHIP TO. Enter complete destination address to include zip code. Check "Inside Delivery Requested" box if applicable.

Block 12. LINE ITEM. Each separately priced item must be assigned a number, beginning with 1 and continuing consecutively.

Block 14. DESCRIPTION. Line item description. Enter details of the order, e.g., special delivery instructions, subscription renewal number, GSA Catalog stock numbers, etc. Attach lengthy specifications.

Block 15. BUDGET OBJECT. Enter NFC assigned Budget Object Classification Code (4 positions), incorporating agency assigned subobject codes (3rd and 4th positions) as applicable.

Block 16. ACCOUNTING LINE. Enter the number from Block 28 that identifies the accounting classification to be charged. Enter an "X" if the line item is to be charged to more than one accounting classification.

Block 17. QUANTITY. Enter quantity required, consistent with unit of issue.

Block 18. UNIT ISSUE. Unit of issue must be consistent with unit of shipment/billing by the source of supply, e.g., DZ, EA, JOB, PK, etc. When ordering GSA stock numbered items, use unit of issue in the GSA Supply Catalog.

Block 19. UNIT PRICE. Enter price per unit of issue, if known. Up to four decimal places may be used, e.g. .0625.

Block 20. AMOUNT. Enter extended value (quantity x unit price) or estimated price of each item.

Block 23. DELIVERY REQUESTED. Enter desired or required delivery date. Do not use ASAP.

Block 25. SUBTOTAL. Enter on last page the total estimated amount.

Block 28. ACCOUNTING LINE. This block identifies the appropriate account(s) to be charged. The identifying numbers in Block 28 are used also in Block 16 to relate the line item(s) with the appropriate accounting classification(s). Starting with "1" and continuing consecutively, enter a number for each line of accounting classification.

Block 29. ACCOUNTING CLASSIFICATION. Enter the appropriate accounting data for each accounting line number entered in Block 28. Use format prescribed by your agency.

Block 30. DISTRIBUTION. If an "X" has been entered in Block 16, enter in Block 30 the percentages of the amount to be charged the applicable accounting classifications. The percentages must total 100.

If sources of supply are known, enter name and full address.