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|------------------------------------------------------------------------------------|------------------------------------------------|--------------------------|---|----------------|----------------|-------------------------------------|----------------------|-----------------------------|
| PROCUREMENT REQUEST | | TO: (Procurement Office) | | | | | 1. REQUESTING OFFICE | |
| <i>INSTRUCTIONS: Agencies must provide entries 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 <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 | B | C | D | E | 1 | 2 | | | | |
| - 2 | 5 | 10 | 5 | 3 | 4 | 1 | 4 | 1 | 2 | 2 | |
| | | | | | | | | | | | |

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| 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 _____ |
|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|