

FORMS MANUAL INSERT

FORM RD 2024-9

Form RD 2024-9
(Rev. 2-98)

UNITED STATES DEPARTMENT OF AGRICULTURE RURAL DEVELOPMENT REQUEST FOR FORMS, SUPPLIES EQUIPMENT, OR SERVICES					DELIVER TO: (Show complete mailing address)	
The following requested items are necessary for use in the public service:					ORDERING OFFICE CODE NUMBER OF PERSONNEL	
SIGNATURE OF APPROVING OFFICER						
LINE NO.	FORM OR STOCK NO.	UNITS ORDERED	UNIT OF ISSUE	UNITS ON HAND	DESCRIPTION OF ITEM	
1						
2						
3						
4						
5						
6						
7						
8						
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10						
11						
12						
13						
14						
15						
16						
17						
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19						
20						
SHIPPED VIA: <input type="checkbox"/> FREIGHT <input type="checkbox"/> PARCEL POST <input type="checkbox"/> EXPRESS <input type="checkbox"/> MAIL		GOVERNMENT B/L NO. A FILLED BY _____		► NOTICE TO RECEIVING OFFICE ◀ CHECK shipment carefully, NOTIFY issuing office of discrepancies by returning this copy with errors clearly indicated.		

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Used by all offices to order forms, supplies, services, equipment, and furniture except where the use of Form RD 2024-4 is prescribed.

- PROCEDURE FOR PREPARATION : RD Instruction 2024-C.
- PREPARED BY : Ordering Office.
- NUMBER OF COPIES : Varies according to supplies or services requested (See RD Instruction 2024-C.)
- SIGNATURES REQUIRED : Approving Officer(s).
- DISTRIBUTION OF COPIES : See RD Instruction 2024-C.