

## REQUISITION FOR SUPPLIES, EQUIPMENT, SERVICES, FURNITURE

<b>INSTRUCTIONS. (See reverse for instructions on completing this form)</b>		<b>FOR PROCUREMENT USE ONLY</b>			
(1) TO: <i>(Indicate appropriate action office)</i>		(2) REQUESTING OFFICE	(3) CONTACT <i>(Name/Division/Phone)</i>		
(4) DELIVER TO: <i>(Shipping Address)</i>		(5) SUGGESTED VENDOR(S) <i>(Name/Address/Phone No.)</i>			
<i>(Inside Delivery)</i> Yes ( ) No ( )					
(6) DATE ITEM/SERVICE REQUIRED		(a) ( ) SOLE SOURCE <i>(Justification Required, if over \$2,500)</i> (b) ( ) COMPETITIVE <i>(Attach list of 3 Names, if over \$2,500)</i>			
(7) ACCOUNTING / APPROPRIATION DATA					
<i>The item(s) listed on this request are properly chargeable to the following allotments; the available balances of which are sufficient to cover the cost thereof, and funds have been committed.</i>					
(a) REQUISITION NO.	(b) APPROPRIATION CODE	(c) AMOUNT COMMITTED <i>(Check applicable boxes)</i> ( ) ORIGINAL ( ) INCREASE ( ) DECREASE ( ) CURRENT YEAR FUNDING ( ) PRIOR YEAR FUNDING			
(d) NAME/SIGNATURE OF ADMINISTRATIVE OFFICER		DATE	(e) NAME/SIGNATURE OF FISCAL OFFICER <i>(Prior Year Funding ONLY)</i>		
			DATE		
(8) DESCRIPTION					
(a) LINE ITEM	(b) DESCRIBE SUPPLIES/SERVICES/EQUIPMENT REQUIRED: <i>(Include all pertinent data e.g., Size, Model, Color, Serial No., Type of Material etc.)</i>	(c) QUANTITY	(d) UNIT	(e) UNIT PRICE	(f) ESTIMATED COST
		(g) TOTAL ESTIMATED COST			
(9) JUSTIFICATION AND SPECIAL INSTRUCTIONS <i>(Use additional sheet(s) if necessary)</i>					
(10) TYPED NAME/SIGNATURE OF REQUESTOR		DATE	(11) TYPED NAME/SIGNATURE OF OFFICE/PROGRAM DIRECTOR		DATE
(12) SPECIAL ITEM APPROVAL <i>(Filing Equipment, Copiers, Word Processors, Library Subs., (See EEOC Order 360.001))</i>		DATE	(13) OTHER APPROVAL <i>(Specify Name/Title)</i>		DATE

## A. PREPARATION (Numbers correspond to block numbers on face of form)

- (1) Enter the name of the office to receive and act upon the request.
- (2) Enter the office name requesting the service/item.
- (3) Enter the name, office breakdown, and telephone number of the contact person to call for additional information.
- (4) Enter the complete address, including room number of the office to which the goods/services are to be delivered. Check appropriate block to indicate if inside delivery is required.
- (5) Enter the name, complete address, and telephone number of suggested vendor. Such entry does not mean that the vendor will be chosen.
  - (a) If the request is for a sole source requirement costing \$2,500 or more, attach a justification explaining the need for the noncompetitive procurement.
  - (b) Competitive requirements exceeding \$2,500 should include at least three (3) sources, if available. Provide name, address and telephone number (if known) for each source. Otherwise Procurement Management Division (PMD) will obtain names of vendors.
- (6) Enter the latest date that the items/services can be delivered.
- (7) To be completed by the designated person responsible for the office's cuff records. Failure to include these items will result in the return of the requisition to the requesting office for completion.
  - (a) Assign a requisition number for identification control and coding purposes.
  - (b) Enter the appropriation code consisting of a one-digit numerical code indicating the fiscal year office's Constant Data Code (CDC), and a four-digit sub-object class code to identify what CDC funds will be charged and for what purpose. (See EEOC Order 450.001, Coding Procedures for Financial Transactions and Personnel Actions).
  - (c) Indicate if the amount committed is an original request or an increase/decrease to the original request. Also check if request is current year funding or prior year funding.
  - (d) Enter the typed name, signature, and date signed of the person certifying the availability of funds.
  - (e) If the request is charged to a previous year's funding then the Agency Fiscal Officer's name and signature is required.
- (8) Each request shall contain a complete description of the supplies, material or services required in order to process the request.
  - (a) Use this column to list different line items from the same vendor. If the services or item is from a different vendor use a separate Form 123 for each type of service or item needed.
  - (b) Describe the specific services or items to be procured, including the model number, serial number of items to be repaired, color, size, type of material, etc.
  - (c) Enter the total quantity desired for each item listed.
  - (d) Enter the unit (single issue) of the quantity desired i.e., ea. for each, doz. for dozen, ctn. for carton, copy for copy, etc.
  - (e) Enter the estimated cost for one item of issue (e.g., \$1,000 each).
  - (f) Enter the estimated cost for each line item (quantity x unit price = estimated cost).
  - (g) Enter total estimated cost of all the items listed in column (8)(f).
- (9) Provide a detailed justification for all procurement actions for example:
  - (a) Request for typewriters.
    - (1) Number of typewriters on hand.
    - (2) Number of clerical positions.
    - (3) Serial number and age of trade-in.
    - (4) Service history of trade-in, if unit is less than 12 years.
  - (b) Request for copiers.
    - (1) Estimated monthly volume.
    - (2) Number and kind of current copier, if any, on hand.
  - (c) Request for procured (cost) services.
    - (1) Reason for need of service.
    - (2) If service is listed as sole source, submit a justification with the request. (See EEOC Order 360.001, EEOC Acquisition Policy, Guidelines, and Procedures).
- (10) Enter typed name/signature and date of person requesting the service/item.
- (11) Enter the name/signature and date of Director attesting to his/her operating budget, specifically, a district director or one of headquarter's office/service directors.
- (12) Enter the name of the appropriate office responsible for approving special items as required by EEOC Order 360.001, i.e., filing equipment, copiers, word processors, micrographics equipment, other specialized equipment, library publications/subscriptions, ADP equipment, etc.
- (13) Enter typed name, title and signature of other officials required to approve the request before procurement action can be taken. For example, litigation/systemic support items require approval by the Office of General Counsel.

## B. ROUTING OF FORM 123

- (1) Request for supplies/services charged to the requesting office account shall be routed, if applicable, through the appropriate approving official(s) described in paragraphs 3 and 4 below, to PMD for processing.
- (2) Requests for supplies, services, equipment, furniture, library publications/subscriptions, EEOC specialty forms, and purchased forms to be charged to Headquarters 2311 account shall be forwarded to the Director, Financial and Resource Management Services for approval and certification of funds. Upon approval, the request will be routed to PMD for procurement action.
- (3) Requests for filing equipment, word processors, copiers, and other specialized equipment must be approved by FRMS, or if ADP equipment, by Information Resource Management Services, before procurement action can be taken.
- (4) Requests for litigation/systemic services require approvals as provided by EEOC Order 360.001, before Procurement action can be taken.
- (5) Prepare Original and (2) copies. Original to Action Office, 1 copy to Administrative Officer, and 1 copy to Requestor.