

DEPARTMENT OF TRANSPORTATION <h1 style="margin: 0;">PROCUREMENT REQUEST</h1> <h1 style="margin: 0;">PROCESS RAPIDLY</h1>					PROCUREMENT REQUEST NO. _____ DATE RECEIVED _____	
1. NAME, PHONE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT					2. TYPE OF REQUEST <i>(Check one)</i>	
3. ORIGINATING OFFICE DATA					A. <input type="checkbox"/> NEW REQUEST	
4. ADDITIONAL INFORMATION <i>(Suggested supply sources, security data, etc.)</i>					B. <input type="checkbox"/> CHANGE TO PENDING PR NO. _____	
					C. <input type="checkbox"/> MODIFICATION TO CONTRACT OR ORDER NO. _____	
5. APPROVALS					6. CONSIGNEE AND DESTINATION	
APPROVING OFFICIALS <small>(A)</small>		ROUTING SYMBOL <small>(B)</small>	DATE <small>(C)</small>	INTERNAL ROUTING		7. DATE(S) REQUIRED
				INITIALS <small>(D)</small>	ROUTING SYMBOL <small>(E)</small>	
(1) AUTHORIZED REQUISITIONER						
(2) ACCOUNTING CERTIFICATION OFFICER						
(3)						
(4)						8. GOVERNMENT FURNISHED PROPERTY <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(If "YES," see par. 8 of Instructions on reverse.)</i>
9. DESCRIPTION OF ITEMS OR SERVICES						
ITEM NO. <small>(A)</small>	ITEM OR SERVICE <i>(Include Specifications and Special Instructions)</i> <small>(B)</small>	QUANTITY <small>(C)</small>	UNIT <small>(D)</small>	ESTIMATED COST		
				UNIT <small>(E)</small>	AMOUNT <small>(F)</small>	
				TOTAL ESTIMATED COST		
10. ACCOUNTING DATA						

DEPARTMENT OF TRANSPORTATION PROCUREMENT REQUEST -- CONTINUATION SHEET	PROCUREMENT REQUEST NO.
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9. DESCRIPTION OF ITEMS OR SERVICES

ITEM NO. (A)	ITEM OR SERVICE <i>(Include Specifications and Special Instructions)</i> (B)	QUANTITY (C)	UNIT (D)	ESTIMATED COST	
				UNIT (E)	AMOUNT (F)