

# PROCUREMENT REQUEST (PR)

1. TYPE OF PR #*(Check)* C. INTERAGENCY AGREEMENT  
 A. CONTRACT  NEW  RENEWAL  
 MODIFICATION  REVISION  
 B.  PURCHASE ORDER

2. PR NO. REV. 3. DATE PREPARED

4. P.O./CONTRACT/AGREEMENT NO.

5. TYPED NAME OF PROJECT MANAGER, ROOM NO. & EXTENSION 6. PROGRAM TITLE

7. DELIVERY DATE OR SCHEDULE 8. DELIVERY TO OR PLACE OF PERFORMANCE

9. SERVICES, ARTICLES, MODIFICATIONS, OR OTHER ACTION REQUESTED

ITEM NO. A.	BRIEF DESCRIPTION <i>(Attach details of requirements)</i> b.	QUANTITY C.	ESTIMATED COST OR PRICE D.

TOTAL ESTIMATED COST OF PURCHASE \$

10. APPROPRIATION AND ACCOUNTING CLASSIFICATION 11. SUGGESTED SOURCES  see attached

12. remarks:  see attached

13. APPROVALS AND ROUTINGS

ROUTING	TYPED NAME AND TITLE	SIGNATURE	DATE
1	REQUESTER <i>(Originator)</i>		
2	DIRECTOR OF REQUIRING OFFICE		
3	ASSOCIATION DIRECTOR OR OTHER SPECIAL CLEARANCES <i>(As required)</i>		
4	FINANCIAL CLEARANCE	I CERTIFY that the cited funds are available for obligation <i>(See Item 10 above.)</i>	
5	CONTRACTS DIVISION		