

**REQUEST FOR LONG-TERM LOAN OR PURCHASE OF VISUAL INFORMATION EQUIPMENT**

**SECTION I - UNIT JUSTIFICATION**

1. TO	2. FROM	3. DATE
		4. UNIT POC PHONE NO.
5. THIS REQUEST IS FOR <input type="checkbox"/> LONG-TERM LOAN FROM VISUAL INFORMATION STOCK <input type="checkbox"/> PURCHASE WITH LOCAL FUNDS		
6. DESCRIBE VI EQUIPMENT REQUESTED		
7. WHAT VI REQUIREMENT WILL THIS EQUIPMENT SUPPORT?	8. NO. OF PERSONS SUPPORTED	9. WEEKLY USAGE
10. BLDG, AREA, ORGANIZATION WHERE USED	11. USE WITH CLASSIFIED MATERIAL?  <input type="checkbox"/> YES <input type="checkbox"/> NO	
12. DISTANCE FROM SUPPORTING VI ACTIVITY? (ROAD MILES AND TRAVEL TIME)	13. IS VI EQUIPMENT AVAILABLE FROM OTHER NEARBY UNITS? (IF YES, STATE NAME OF UNIT, POC, AND PHONE NO.)	
14. WHY CAN'T THE VI TEMPORARY LOAN SYSTEM NOT SUPPORT THIS REQUIREMENT?		
15. JUSTIFICATION (ADDRESS SPECIFIC EQUIPMENT USES FOR MISSION ACCOMPLISHMENT)	16. SIGNATURE OF COMMANDER	

**SECTION II - SERVICING VISUAL INFORMATION SUPPORT CENTER ENDORSEMENT (25,000 OR LESS)**

1. TO	2. FROM	3. DATE
		4. UNIT'S VISC ACCOUNT NO.
5. VISC POC AND PHONE NO.	6. CAN THE VISC SUPPORT THE DEMAND? TEMPORARY VISC LOAN <input type="checkbox"/> YES <input type="checkbox"/> NO LONG-TERM LOAN <input type="checkbox"/> YES <input type="checkbox"/> NO	7. DOES REQUESTING UNIT HAVE ACCESS TO PARENT UNIT'S EQUIPMENT?  <input type="checkbox"/> YES <input type="checkbox"/> NO
8. HOW MANY TIMES HAS UNIT REQUESTED TEMPORARY LOAN OF THIS ITEM?	9. LIST EQUIPMENT UNIT HAS ON PERMANENT LOAN	
10. VISC RECOMMENDATION  <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	11. VISC REASONS FOR RECOMMENDING APPROVAL/DISAPPROVAL	
12. SIGNATURE OF AREA VI MANAGER		

**SECTION III - ENDORSEMENT (25,000 OR MORE)**

1. TO	2. FROM	3. DATE
		4. POC PHONE NO.

5.

- REQUIREMENT CAN BE SUPPORTED FROM VISC. *(RETURN TO VISC FOR ACTION.)*
- RECOMMEND APPROVAL. *(FORWARD TO VI REGIONAL MANAGER)*
- SUPPORT FROM TEMPORARY LOAN SYSTEM ADEQUATE. *(RETURN TO UNIT.)*
- RECOMMEND VI ISSUE EQUIPMENT.
- RECOMMEND VI AUTHORIZE LOCAL PURCHASE.
- OTHER. *(SEE COMMENTS.)*

6. COMMENTS

7. SIGNATURE

**SECTION IV - IMA KORO VI MANAGER**

1. TO	2. FROM	3. DATE
		4. POC PHONE NO.

5.

- SEE COMMENTS.
- REQUEST APPROVED.
- REQUEST DISAPPROVED.
- EQUIPMENT TO BE ISSUED ON LONG-TERM LOAN THROUGH THE VI ACTIVITY.
- USE TEMPORARY LOAN SYSTEM TO MEET REQUIREMENTS.
- AUTHORITY FOR LOCAL PURCHASE GRANTED. *(CONFIRM WITH COMMENTS.)*
- UTILIZATION DATA NOT SUFFICIENT TO JUSTIFY APPROVAL.

6. COMMENTS.

7. CONTROL NO.	8. SIGNATURE	9. DATE
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