

REQUEST FOR LOCAL PURCHASE (CREDIT CARD)

(Maximum Single Bankcard Purchase NTE \$2,500)

DATE: _____

REQUESTER ACTION

1. The following items/services are requested:

Item/Service Description	Qty	Unit of Issue	Unit Price	Total Cost
			<i>S&H</i>	
			<i>TOTAL</i>	

Suggested Source / Tel. No: _____

2. The above purchase is required by _____ in support of _____
(Unit/Chapel/Section) (Name of Program/Service/Activity)

3. Requester is _____; telephone _____. The POC for pick-up is same as above, telephone same as above.

APPROVAL ACTION

LOCAL PURCHASE AUTHORITY: AR 165-1
APPROVING OFFICIAL _____

ADMINISTRATIVE APPROVAL: _____

FUNDS AVAILABLE: _____ CERTIFIED BY: _____
CERTIFYING OFFICIAL

ACCOUNTABLE PROPERTY: YES/NO _____

ADDED TO PROPERTY BOOK _____ DATE _____
PROPERTY BOOK OFFICER

CARDHOLDER ACTION

COST OF PURCHASE: _____ VENDOR: _____

METHOD OF PURCHASE: OVER THE COUNTER ___ TELEPHONE ORDER ___

METHOD OF RECEIPT: CARDHOLDER PICK-UP ___ VENDOR DELIVERY ___ .

ITEMS RECEIVED BY: _____ DATE: _____