

**PROCUREMENT REQUEST**

*INSTRUCTIONS: Agencies must provide entries in unshaded areas. See reverse.*

TO: (Procurement Office)

NHQAS  
RM 5220-50. Bldg

1. REQUESTING OFFICE

NRCS/CCS  
RM 6121-50. Bldg.

2 RECEIVING OFFICE NO.

3 CONTRACT NUMBER (If Applicable)

4 ORDER DATE

5

6 UNIT CODE

7 FUND CODE

8 PURCHASE/DELIVERY ORDER NUMBER

9 SUB.

1A. PROCUREMENT REQUEST NO.

00C-CCS-03-66

1B. DATE

May 30, 2003

CHECK ONE

Purchase Order

Delivery Order

10. TO: (Seller)

Comprehensive Language Center, INC  
4700 Wilson Boulevard  
Suite 450  
Arlington, VA 22203

11. SHIP TO: (Consignee and Destination)

INSIDE DELIVERY REQUESTED

12 LINE ITEM

13 ACT. CODE

14 DESCRIPTION

15 BUDGET OBJECT

16 ACC. LINE

17 QUANTITY

18 UNIT ISSUE

19 UNIT PRICE

20 AMOUNT

Editing of "Protection of Soil and Water Resources" Book.

6,000.00

6,000.00

See Attachment

For additional information, please contact:

doug wilson

720-8243

TECHNICAL CONTACT

TELEPHONE NO.

21 FOB POINT

22 DISCOUNT TERMS

Sub-Total ▶

15 6,000.00

23 REQUIRED DELIVERY (Do not use ASAP)

23A NEGOTIATED DELIVERY

24 SHIP VIA

25 ESTIMATED FREIGHT

TOTAL ▶

6,000.00

28 ACC. LINE

29 ACCOUNTING CLASSIFICATION

A

B

C

D

E

30

31

DISTRIBUTION

AMOUNT

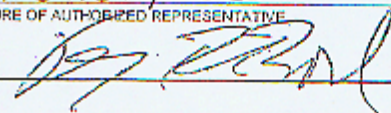
RECOMMENDED SOURCE(S) (if necessary, use attachment)

I certify that the above items are necessary for use in the public service.

TITLE

Director, CCS

SIGNATURE OF AUTHORIZED REPRESENTATIVE



1-800-634-5764