

**PROCUREMENT REQUEST**

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

TO: (Procurement Office)  
NHQAS  
RM 5220-SO. BLDG.

1. REQUESTING OFFICE  
NRCS/CCS  
RM 6121-S. 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.  
NHQ-CCS-00-41

1B. DATE  
6/15/00

CHECK ONE

Purchase Order  
 Delivery Order

10. TO: (Seller)

11. SHIP TO: (Consignee and Destination)

USDANRCS/CCS, RM 6121-SO. BLDG.  
14TH & INDEPENDENCE AVENUE, SW.,  
WASHINGTON, DC 20250

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

01

CONSULTATION AND DESIGN SERVICES FOR A NEW POSTER, WESTERN WATER CYCLE IN THE SAME STYLE AS CURRENT WATER CYCLE POSTER.

1

EA

10,000.00

10,000.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

For additional information, please contact:

TOM LEVERMANN

720-2536

TECHNICAL CONTACT

TELEPHONE NO.

21 FOB POINT

22 DISCOUNT TERMS

Sub-Total ▶

25 10,000.00

23 REQUIRED DELIVERY (Do not use ASAP)

23A. NEGOTIATED DELIVERY

24 SHIP VIA

26 ESTIMATED FREIGHT

TOTAL ▶

28 ACC. LINE

29 ACCOUNTING CLASSIFICATION

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

X

Y

LI 107

30 DISTRIBUTION

31 AMOUNT

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

AL KETTLER  
DETTLE ENIVRONMENTAL DESIGN  
3301 MT VERNON AVENUE  
A1 EXANDRIA, VA 22305  
748-8040

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

TITLE

HENRY C. WYMAN, INTERIM DIRECTOR, CCS

SIGNATURE OF AUTHORIZED REPRESENTATIVE

*Henry C. Wyman* 6/16/00