

UNITED STATES
DEPARTMENT OF THE INTERIOR
REQUISITION

Requisition No. _____

Date _____

INSTRUCTIONS - Prepare in single space typing. Use double space between items. Fill out top of requisition completely, showing complete shipping instructions and appropriation if different from that to which requisition is chargeable.

To	Bureau/Office	
	FTS Phone No. (include area code)	FTS Fax No. (include area code)
Appropriation/Allotment No.	Charge shipping costs to	
Vendor	Deliver to	

ITEM OR FORM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT

TO BE COMPLETED BY FISCAL AUTHORITY ONLY

FUND CERTIFICATION: Funds in the amounts shown are available and chargeable to the cost authorities shown above.

Signature	Title	Date
Requisitioned by (Signature)	Title	Date
Approved by (Signature)	Title	Date
Bureau Officer (Signature)	Title	Date