

PROCUREMENT REQUEST <i>INSTRUCTIONS: Agencies must provide entires in unshaded areas. See reverse.</i>		CARDHOLDER THAT WILL MAKE THE PURCHASE					1. SCIENTIST	
		2 RECEIVING OFFICE NO.	3 CONTRACT NUMBER <i>(If Applicable)</i>	4 ORDER DATE	5	6 UNIT CODE	7 FUND CODE	8 PURCHASE/DELIVERY ORDER NUMBER
								1B. DATE

CHECK ONE	10. TO: (Seller)	11. SHIP TO: (Who will receive this item)
<input type="checkbox"/> Purchase Order		
<input type="checkbox"/> Delivery Order		<input type="checkbox"/> 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
		<p style="background-color: yellow; margin: 0;">For additional information, please contact:</p> <p style="margin: 0;">_____ TECHNICAL CONTACT _____ TELEPHONE NO. _____</p>						

21 FOB POINT	22 DISCOUNT TERMS	Sub-Total ▶	25
23 REQUIRED DELIVERY (Do not use ASAP)	23A NEGOTIATED DELIVERY	24 SHIP VIA	26 ESTIMATED FREIGHT
			TOTAL ▶
			27

28 ACC. LINE	29 ACCOUNTING CLASSIFICATION					30 DISTRIBUTION	31 AMOUNT
	A 5	B 10	C 5	D 4	E 1	2	
2							

RECOMMENDED SOURCE(S) (Vendor(s) Name and Address)	I certify that the above items are necessary for use in the public service.
	TITLE
	SIGNATURE OF AUTHORIZED REPRESENTATIVE