

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
		For additional information, please contact: _____ TECHNICAL CONTACT TELEPHONE NO.						

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

28 ACC. LINE	29 ACCOUNTING CLASSIFICATION					30 DISTRIBUTION	31 AMOUNT
2	A 5	B 10	C 5 3	D 4	E 1 4 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