

U.S. DEPARTMENT OF COMMERCE PROCUREMENT REQUEST Requisitioner fills in only unshaded blocks		INVOICE ADDRESS				REQUISITION NUMBER:			
						READY REQUISITION DATE:			
RECEIVING OFFICE NO.	REFERENCE CONTRACT NUMBER	ORDER DATE	SOURCE	PURCHASE DELIVERY ORDER NUMBER	SUB.	SF-281			
CHECK ONE PURCHASE ORDER	TO: (Seller)			SHIP TO: (Use Bldg/Room No.--see Reverse for Format)					
DELIVERY ORDER									
IMPREST FUND									
CONTRACT									
OTHER	1099 TAX	EMPLOYER IDENTIFICATION NUMBER (EIN)		REQUISITIONER CONTACT PERSON:		TELEPHONE NO.			
LINE ITEM	DESCRIPTION (Double Space Between Items)			QUANTITY	UNIT ISSUE	UNIT PRICE (If Known)	ESTIMATED AMOUNT		
F.O.B. POINT		DISCOUNT TERMS			PROMPT PAYMENT		Sub-Total (This Page)		
REQUEST DELIVERY BY:	DELIVERY DATE:	SHIP VIA			ESTIMATED FREIGHT		TOTAL		
I certify that funds are available and that the above items are necessary for use in the public service.		BUR.	FUND	FCFY	PROJECT-TASK	ORGANIZATION	OBJECT CLASS	DISTRIBUTION	AMOUNT
TITLE OF REQUEST AUTHORIZING OFFICIAL		TELEPHONE							
SIGNATURE		DATE							
TITLE OF REQUESTER		TELEPHONE							
SIGNATURE		DATE							
CLEARANCES AND REMARKS									

