

PURCHASE REQUEST FORM

Department:		Priority:		Required Delivery Date:			
Complete Description:	Doc # (MILSTRIP Only):	NSN/Part Number:		QTY	U/I	U/P	EXT PRICE:
Shipping Charges:				GRAND TOTAL:			
Source To:		Ship To:					
POC:		Name:					
Address:		Address:					
Phone #:		Phone #:					
REQUEST MUST HAVE VALID JUSTIFICATION							
SUPPLIES:		OR	SERVICES:				
REQUESTOR: (PRINT AND SIGN NAME)		Phone #:		Date:			
SUPERVISOR: (PRINT AND SIGN NAME)		Phone #:		Date:			
BELOW INFORMATION TO BE COMPLETED BY SUPPLY DEPT ONLY							
SCREENED FOR AVAILABILITY FROM MANDATORY SOURCES (FAR PARA 8.001)							
Manadatory Sources of Supply	Websites for Screening				Status		
Office Supplies: AbilityOne Office Supplies from FEDMALL or a local Servmart	https://www.restricted.fedmall.mil/webapp/wcs/stores/servlet/en/f						
Incidental Janitorial and Sanitation Supplies: AbilityOne Office Supplies from FEDMALL	https://www.restricted.fedmall.mil/webapp/wcs/stores/servlet/en/f						
Wireless Services: NAVSUP FLC - San Diego (DON Wireless Contract)	https://my.navsup.navy.mil/webcenter/portal/nss/page15/page1573417?_afLoop=8752295544268910&_adf.ctrl-state=2g0041y7j_110#!%40%40%3Fwc.contextURL%3D%2Fspaces%2Fns%26_adf.ctrl-state%3D2g0041y7j_114						
Furniture: NAVSUP FLC - Norfolk BPA	https://my.navsup.navy.mil/webcenter/portal/nss/page15/page1573417?_afLoop=8752295544268910&_adf.ctrl-state=2g0041y7j_110#!%40%40%3Fwc.contextURL%3D%2Fspaces%2Fns%26_adf.ctrl-state%3D2g0041y7j_114						
Printing Services: DLA Document Services	https://dso.dla.mil/DSF/storefront.aspx						
Federal Supply Schedules (FSS) Contract #		HAZMAT:		Item on AUL:			
		HAZMAT PO Approver Signature (only if HAZMAT):					
DOC # (GCPC Only):		OPTAR Holder Signature:					
Job Order Number (JON):							
Approving Official ONLY: (PRINT AND SIGN NAME)				Date:			
Cardholder/Requisitioner: (PRINT AND SIGN NAME)				Date of Order:			
FORM SHOULD BE TYPED FOR PROPER IDENTIFICATION OF ITEMS REQUESTED							

[illegible]