

RESOURCE REQUEST MESSAGE (ICS 213 RR)

1. Incident Name:			2. Date/Time		3. Resource Request Number:			
Requestor	4. Order (Use additional forms when requesting different resource sources of supply.):							
	Qty.	Kind	Type	Detailed Item Description: (Vital characteristics, brand, specs, experience, size, etc.)		Arrival Date and Time Requested	Estimated	Cost
5. Requested Delivery/Reporting Location:								
6. Suitable Substitutes and/or Suggested Sources:								
7. Requested by Name/Position:			8. Priority: <input type="checkbox"/> Urgent <input type="checkbox"/> Routine <input type="checkbox"/> Low			9. Section Chief Approval:		
10. Logistics Order Number:			11. Supplier Phone/Fax/Email:					
12. Name of Supplier/POC:								
13. Notes:								
14. Approval Signature of Auth Logistics Rep:			15. Date/Time:					
16. Order placed by (check box): <input type="checkbox"/> SPUL <input type="checkbox"/> PROC								
17. Reply/Comments from Finance:								
18. Finance Section Signature:			19. Date/Time:					
ICS 213 RR, Page 1								