ORDER REQUEST AND RECEIPT

1. Does this requirement satisfy a bona fide need? SELECT --------------
2. Is this requirement a proper expenditure of appropriated funds? SELECT --------------
3. Is this requirement mission essential? SELECT --------------

TYPE OF REQUEST ----------------------------------	UNIT	PR NUMBER

1. REQUEST THE FOLLOWING ITEM(S) BE ORDERED:

ITEM	ITEM DESCRIPTION	UNIT OF ISSUE	QTY	UNIT PRICE	TOTAL PRICE
1					$ 0.00
2					$ 0.00
3					$ 0.00
4					$ 0.00
5					$ 0.00
6					$ 0.00
7					$ 0.00
8					$ 0.00
9					$ 0.00
JUSTIFICATION:				**SUBTOTAL**	$ 0.00
				GRAND TOTAL	$ 0.00

Preapproval Documents Required:

G6/NEC: DPW:

Post approval Documents Required: Invoice/Receipt document from merchant ○ Invoice/Receip ○ DD 250

2. SOURCE OF SUPPLY/SERVICE: ADDRESS & TELEPHONE NUMBER.

REQUESTOR PRINTED NAME POSITION

REQUESTOR SIGNATURE **DATE:**

CARDHOLDER SIGNATURE **DATE:**

APPROVING OFFICIAL SIGNATURE **DATE:**

BILLING OFFICIAL SIGNATURE **DATE:**

PROPERTY BOOK OFFICER SIGNATURE **DATE:**

BUDGET ANALYST SIGNATURE **DATE:**

3. RECEIVING INFORMATION: SIGNATURE BELOW CERTIFIES THAT THE REQUESTED ITEMS HAVE BEEN RECEIVED: PRINTED NAME: POSITION:

SIGNATURE:

DATE:

ORDER REQUEST AND RECEIPT CONTINUATION PAGE					
ITEM	ITEM DESCRIPTION	UNIT OF ISSUE	QTY	UNIT PRICE	TOTAL PRICE
10					$ 0.00
11					$ 0.00
12					$ 0.00
13					$ 0.00
14					$ 0.00
15					$ 0.00
16					$ 0.00
17					$ 0.00
18					$ 0.00
19					$ 0.00
20					$ 0.00
21					$ 0.00
22					$ 0.00
23					$ 0.00
24					$ 0.00
25					$ 0.00
26					$ 0.00
27					$ 0.00
28					$ 0.00
29					$ 0.00
30					$ 0.00
31					$ 0.00
32					$ 0.00
33					$ 0.00
34					$ 0.00
35					$ 0.00
36					$ 0.00
37					$ 0.00
38					$ 0.00
39					$ 0.00
40					$ 0.00
41					$ 0.00
42					$ 0.00
			SUBTOTAL		$ 0.00

RESET