

REQUEST FOR PURCHASE					NO.	
INSTALLATION					DATE	
TO: CONTRACTING OFFICER					CLASS	
THROUGH					CONTRACT, PURCHASE ORDER OR DELIVERY ORDER NO.	
FROM: <i>(Insert RC/CC, if applicable)</i>						
IT IS REQUESTED THAT THE SUPPLIES AND SERVICES ENUMERATED BELOW AND IN THE ATTACHED LIST, BE						
PURCHASED FOR			FOR DELIVERY TO		NOT LATER THAN	
ITEM	DESCRIPTION OF MATERIAL OR SERVICES TO BE PURCHASED	QUANTITY	UNIT	ESTIMATED UNIT PRICE	ESTIMATED TOTAL COST	
				\$	\$	
TOTAL					\$	
PURPOSE						
DATE		TYPED NAME AND GRADE OF REQUESTING OFFICIAL		SIGNATURE		
				TELEPHONE NO.		
DATE		TYPED NAME AND GRADE OF APPROVING OFFICIAL		SIGNATURE		
<i>I certify that the supplies and services listed above and in the attached list are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed.</i>						
ACCOUNTING CLASSIFICATION					AMOUNT	
					\$	
DATE		TYPED NAME AND GRADE OF CERTIFYING OFFICIAL		SIGNATURE		