

MILITARY DEPARTMENT STATE REQUISITION

DATE: _____

No. _____

FROM: _____

SHIP TO: _____

REQUISITION FOR: _____

PHONE NUMBER: _____

REQUESTED BY:
(NAME/LOCATION)

FED # CHARGE TO:

PURPOSE:

ITEM	QUANTITY	DESCRIPTION	PRICE	AMOUNT

SUGGESTED VENDOR

NAME: _____

ADDRESS: _____

PHONE: _____

FAX _____

FEDERAL ID # _____

PROGRAM MANAGER APPROVAL

NAME: _____

TITLE: _____

SIGNATURE: _____

PURCHASING APPROVAL

DATE: _____

NAME: _____

TITLE: _____

SIGNATURE: _____

EACH REQUISITION MUST REFLECT THE FOLLOWING : 1. Date 2. Request From 3. Ship To 4. Requisition For 5. Requested By 6. Purpose 7. Item 8. Quantity 9. Complete description with model number(s) and item number(s) 10. Unit Price 11. Total Amount 12. The original and three copies forwarded to Contracting and Procurement Office.