

## BASE SUPPLY ADPE WORK REQUEST

### SECTION I - REQUESTER COMPLETES

1. REPORT TITLE		2. DATE OF REQUEST	
3. REQUIREMENT (Describe in detail)			
4. REMARKS/JUSTIFICATION(Describe purpose of request, i.e., savings of manhours, validation of data, report for higher headquarters, etc.)			
5. PROCEDENCE		6. FREQUENCY OF REPORT	
<input type="checkbox"/> PRIORITY	<input type="checkbox"/> ROUTINE	7. NO. OF COPIES	
8. AUTHORIZATION		9. GRADE	10. SIGNATURE
NAME AND SECTION OF REQUESTER (Last, First, Middle Initial)			
NAME OF BRANCH CHIEF (Last, First, Middle Initial)			11. DUTY PHONE NO.

### SECTION II - FOR MANAGEMENT AND SYSTEMS USE ONLY

12. DATE REQUEST RECEIVED		13. WORK ORDER NUMBER		14. REPORT/PROGRAM NUMBER	
15. ACTION (Place an "X" in the appropriate box.)					
<input type="checkbox"/> APPROVED		<input type="checkbox"/> DISAPPROVED		<input type="checkbox"/> RETURNED FOR ADDITIONAL INFORMATION.	
16. REASON FOR DISAPPROVAL			17. SIGNATURE OF MANAGEMENT & SYSTEMS OFFICER(Disapproval only.)		
18. ADP PROCEDURES			19. COORDINATION		
A		OFFICE SYMBOL	NAME	DATE	
B					
C					
D					
E					
20. NAME OF OPERATOR (Last, First, Middle Initial)			21. SHIFT	22. PROCESSING DATE	23. RUN TIME

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### **About the ITAOP/savePDF Method**

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).