

<b>REQUEST FOR SUPPLIES/EQUIPMENT</b>				DATE	
FROM		TO HQ ARPC/	DOCUMENT NUMBER		REQUIRED DELIVERY DATE
<b>SUPPLY/EQUIPMENT INFORMATION</b>					
REQUESTED ITEM					
MANUFACTURER			CATALOG ISSUE AND DATE		
STOCK NUMBER OR PART NUMBER			NAME AND MODEL OF MACHINE THAT ITEM WILL BE USED ON		
UNIT OF ISSUE	QUANTITY		COST FOR EACH	TOTAL COST	FUNDS AVAILABLE
COMPLETE DESCRIPTION					
<b>SUGGESTED SOURCE INFORMATION (IF KNOWN)</b>					
<b>VENDOR INFO</b>	COMPANY NAME				
	GSA CONTRACT NUMBER				
	ADDRESS				
	CITY		STATE		ZIP CODE (+4)
	PHONE (INCLUDE AREA CODE)		POINT OF CONTACT		
<b>SOURCE STATEMENT</b>					
ALL REQUIRED SOURCES OF SUPPLIES AND SERVICES HAVE BEEN CHECKED (IAW FAR PART 8). ALL PURCHASES OVER \$2,500.00 ARE ON A PRE-PRICED CONTRACT. SUPPORTING DOCUMENTATION IS INCLUDED. ALL PRICES HAVE BEEN VERIFIED WITH CATALOGS AND/OR INVESTIGATED THROUGH PHONE CALLS AND VISITS TO STORES.					
<b>JUSTIFICATION</b>					
<b>CERTIFICATION</b>					
I CERTIFY THAT THE ATTACHED INVOICES ARE CORRECT AND PROPER FOR PAYMENT, EXCEPT AS NOTED HEREIN OR ON SUPPORTIVE DOCUMENTS.					
CERTIFIER'S SIGNATURE _____					
<b>AUTHORIZATION</b>					
REQUESTER				DATE	
CARD HOLDER				DATE	
HQ ARPC APPROVING OFFICIAL				DATE	
RECEIVING OFFICIAL'S NAME		RECEIVING OFFICIAL'S SIGNATURE		DATE	

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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).