

92 COMMUNICATION SQUADRON GOVERNMENT PURCHASE CARD WORKSHEET

SECTION 1

<i>REQUESTOR'S NAME</i>	<i>PHONE NUMBER</i>	<i>DATE OF REQUEST</i>
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PURCHASE INFORMATION

DESCRIPTION OF SUPPLY OR SERVICE

<i>A. Is item in the Federal Supply system? If yes, but not available, written authorization is needed for GPC purchase.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>B. Does UNICOR, NIB/NISH or GSA (Perferred Sources) have the item desired?</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>C. Perform a price comparison between vendors. Is price fair and reasonable?</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>D. Is item a hazardous material? (If YES, complete and attach HAZMAT GPC Request Letter)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>E. Is item computer hardware/software? (If YES, attach approved AF IMT 3215)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>F. Is item related to facility improvements, ie, carpets, window blinds, light fixtures, repairs and modifications? (If YES, submit AF IMT 332, receive CES written approval to purchase and attach)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO

<i>VENDOR'S NAME</i>	<i>PHONE NUMBER</i>
<i>POC</i>	<i>BUSINESS SIZE</i>

<i>NOUN/PART NUMBER/NSN</i>	<i>QUANTITY</i>	<i>UNIT PRICE</i>	<i>TOTAL PRICE</i>	<i>DATE RECEIVED</i>	<i>B/O</i>
					<input type="checkbox"/> Y <input type="checkbox"/> N
					<input type="checkbox"/> Y <input type="checkbox"/> N
					<input type="checkbox"/> Y <input type="checkbox"/> N
					<input type="checkbox"/> Y <input type="checkbox"/> N
					<input type="checkbox"/> Y <input type="checkbox"/> N
					<input type="checkbox"/> Y <input type="checkbox"/> N
		<i>SUBTOTAL</i>			
		<i>SHIPPING</i>			
<i>TOTAL PRICE INCLUDES FOB DESTINATION</i>		<i>GRAND TOTAL</i>			

SECTION 2

<i>CARDHOLDER'S NAME</i>	<i>OFFICE SYMBOL</i>	<i>APPROVING OFFICIAL CONTROL NUMBER</i>
<i>DATE BILLED</i>	<i>DATE ORDERED</i>	<i>DATE COMPLETE</i>

COMPETITION:

<i>VENDOR'S NAME</i>	<i>PHONE</i>	<i>POC</i>	<i>PRICE</i>	<i>QTY</i>

REMARKS (Include any disputed items and description of actions to correct)

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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).

