

LOCAL PURCHASE REQUEST			SUFFIX CODE	STOCK NUMBER	
TO:		FROM: (Name, account number, and office symbol)		PHONE NUMBER	
ITEM DESCRIPTION					
TRADE NAME		GENERIC NAME		PART/CATALOG NUMBER	
SPECIFICATIONS(Dimensions, size, color, flavor, dosage, ISSN or NDC number, etc. Attach one copy of literature if available)					
END ITEM APPLICATION(Include make, model of item being used)					
SOURCE (If costs exceed \$2,500 provide at least 2 sources)					
MANUFACTURER (Include complete street address, Zip Code, name of person contacted)				PHONE NUMBER	
				FAX NUMBER	
ADDITIONAL SOURCE(Include complete street address, Zip Code, name of person contacted)				PHONE NUMBER	
				FAX NUMBER	
DOES THE VENDOR ACCEPT GOVERNMENT VISA CARDS? <input type="checkbox"/> YES <input type="checkbox"/> NO			GS/VA CONTRACT NUMBER		
UNIT OF ISSUE	QUANTITY	UNIT COST	PRIORITY		DATE REQUIRED
			ROUTINE	EMERGENCY	
All emergency requests must be accompanied with a Letter of Urgency and must have been routed through Resource Management for authorization to use Premium Transportation Funds.					
RECURRING NEED (will order at least every 90 days) <input type="checkbox"/> YES <input type="checkbox"/> NO			ADD TO SHOPPING GUIDE <input type="checkbox"/> YES <input type="checkbox"/> NO		
JUSTIFICATION					
WILL THIS ITEM BE REPLACING ANOTHER? (If yes, list current stock number. If this is a replacement item I understand that the current stocks will be issued first. <input type="checkbox"/> YES <input type="checkbox"/> NO					
FOR ITEMS IN THE FSC CLASSES IDENTIFIED IN FED-STD-313, REVIEW BY THE BIOENVIRONMENTAL ENGINEER IS REQUIRED. THE BEE SHALL PROVIDE/VERIFY THE FOLLOWING INFORMATION ABOUT THE ITEM'S HAZARDS:					
THE ITEM IS KNOWN TO BE HAZARDOUS IN STORAGE, USE , OR DISPOSAL. <input type="checkbox"/> YES <input type="checkbox"/> NO					
THE ITEM IS HAZARDOUS AND A MATERIAL SAFETY DATA SHEET (MSDS) (IS) (IS NOT) AVAILABLE. CHARACTERIZATION IS: _____ (CORROSIVE, IGNITABLE, REACTIVE, OR TOXIC). THE USERS ARE AWARE OF THE HAZARDS INVOLVED AND PROPER PROCEDURES TO ELIMINATE OR REDUCE THE RISK.					
BEE SIGNATURE		SUPPLY CUSTODIAN(Signature element)		DEPARTMENT CHIEF (Signature element)	

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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).

FOR SGSL USE BELOW THIS LINE			<i>DATE</i>	
<i>STOCK NUMBER</i>		<i>FEDLOG CHECKED BY</i>		<i>NSN & SOS</i>
<i>ITEM ADD</i>		<i>EMR</i>		
<i>P.R. ADD</i>		<i>ESD</i>		
<i>LPD</i>		<i>NRI</i>		
<i>PV</i>		<i>SGR</i>		
<i>FORWARD ITEM</i>		<i>SLR</i>		
<i>DBPA</i>	<i>BPA</i>	<i>IMPAC</i>		<i>CALL NUMBER</i>
<i>REMARKS</i>				
APPROVED FOR ACQUISITION				
<i>TYPED/PRINTED NAME</i>			<i>SIGNATURE</i>	