

**ARMY CONTRACTING COMMAND - ROCK ISLAND
GOVERNMENT PURCHASE CARD PROGRAM
REQUEST FOR SUPPLY
(To be used in conjunction with ACC-RI Regulation 715-1)**

REQUESTOR

NAME:

DATE:

ORGANIZATION:

DESCRIPTION OF ITEM (Attach Supporting Documentation If Applicable)

MISSION NEED STATEMENT

This item supports (insert)

VENDOR/SOURCE OF SUPPLY

NAME:

PHONE:

ADDRESS:

QUANTITY/COST

ESTIMATED COST (Include shipping/handling) \$

QUANTITY:

APPROVAL AUTHORITY (Requestor's Supervisor)

NAME:

DATE:

ORGANIZATION:

APPROVE:

DISAPPROVE:

PROPERTY BOOK INFORMATION (Select One)

I certify the item(s) requested are nonexpendable and require property book accountability as annotated below.

I certify the item(s) requested are durable and require control by hand receipt procedures.

I certify the item(s) are expendable and do not require property book accountability.

I certify the item(s) have the following MSDS#

I certify the item(s) do not have an MSDS number (as coordinated with the Environment Officer)

HAZMAT MSDS#		
PBO DOCUMENT NUMBER:		HAND RECEIPT NUMBER:
PBO NAME:		DATE:
SIGNATURE:		
DURABLE PROPERTY ACCOUNTABILITY		
Follow procedures established by your Command to properly account for durable property.		
RESPONSIBLE OFFICER'S NAME:		DATE:
SIGNATURE:		
CARDHOLDER REVIEW		
I have reviewed the items for purchase and certify the following prior to purchase:		
(a) Fulfills a bona fide need of the US Government.		
(b) Price and other factors including timeliness of delivery have been considered for this purchase.		
(c) All required approvals for the item(s) are included with this document.		
COMMENTS (If required):		
NAME:		DATE:
SIGNATURE:		
BILLING OFFICIAL AUTHORIZATION		
REQUEST FOR THIS PURCHASE IS:	APPROVED:	DISAPPROVED:
SIGNATURE:		DATE:
FUND CERTIFICATION		
I certify that funds are available for this requirement.		
PR#		
Other Information:		
NAME:		DATE:
SIGNATURE:		

Note: Do not use this form for services or training.