# REQUEST FOR PURCHASE OF SUPPLIES
# BY CREDIT CARD

| | | |
|---|---|---|
| **FROM**: DESC- | **TO**: DESC-DEA | **DATE**: |

**DESCRIPTION** of supplies required (Substitution permitted? yes no )

**QUANTITY**: Estimated Cost $

**REASON or JUSTIFICATION** for purchase:

Suggested **SOURCE**

Person placing order:

**NAME** **PHONE** **767-** **ROOM NO**

Property Custodian Approving Official

DFSC Form 2.5 (Revised June 2005)