

**REQUEST FOR PURCHASE OF SUPPLIES
BY CREDIT CARD**

FROM: _____

THRU: DESC-RBO
TO: DESC-PSC
Base Procurement

DATE: _____

DESCRIPTION of supplies requested - Substituion permitted YES NO

QUANTITY requested: _____ **COST (approximate):** _____

JUSTIFICATION

Suggested SOURCE

UNICOR: available but waiver given
UNICOR: not available
NIB/NISH: available but unable to meet delivery
NIB/NISH: not available

NAME: _____
PHONE EXT: _____
ROOM: _____

PROPERTY CUSTODIAN

APPROVING AUTHORITY (Division/Office Chief)