

REQUEST FOR SUPPLIES, FORMS, AND/OR PUBLICATIONS

C.S.B. NO.

TO CENTRAL SUPPLY, OFFICE OF OPERATIONS AND FINANCE WASHINGTON, D.C. 20250

DATE AGENCY CONTROL NO.

DELIVER VIA--	MESSENGER	PARCEL POST	FREIGHT	UPS	MAIL	AIR FREIGHT	AIR PARCEL POST
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AGENCY

DELIVER TO:

APPROPRIATION SYMBOL AND PROJECT NO.

GIVE YOUR ZIP CODE NUMBER

ATTENTION:

BILL MATERIALS AND TRANSPORTATION TO:

PHONE # COMMERCIAL:
FTS

ENCUMBERED

\$

CODE SYMBOLS: TOS - TEMPORARILY OUT OF STOCK: RE-ORDER EACH ITEM
ON SEPARATE REQUISITION
T - FURNISHED G - ORDER FROM GSA
X - BACK ORDERED NS - NOT STOCKED
* - DISTRIBUTED TO THE WASHINGTON, D.C. METROPOLITAN AREA ONLY

Please furnish in accordance with instructions hereon the following items which I certify are necessary for use in the public service.

(Signature of authorized representative)

CODE	LINE NO.	ITEM NO.	DESCRIPTION OF ARTICLES	NUMBER OF UNITS	UNIT	DO NOT WRITE IN THESE COLUMNS		
						UNIT PRICE	STORES	FORMS
	1							
	2							
	3							
	4							
	5							
	6							
	7							
	8							
	9							
	10							
	11							
	12							

CARTONS/BOXES USED

DO NOT WRITE BELOW THIS LINE

FOR SHIPMENT:

FILLED BY:

SUBTOTALS

CHECKED BY:

PACKED OR DELIVERED BY:

REQUISITION TOTAL

SHIPPED VIA--	PARCEL POST	FREIGHT	UPS	MAIL	AIR FREIGHT	AIR PARCEL POST
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RECEIPT

I CERTIFY that the materials, equipment, or service itemized above have been received in the quantity specified, except as otherwise noted.

GOV. B/L NO. DATE

CONTAINERS CLASS WEIGHT

(Date)

(Signature)