

JUN 10

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

TO BE COMPLETED BY REQUESTING STAFF

Page ____ of ____

Institution/Facility		Requisitioning Office				Name/Telephone Number							
Item No.	GSA/Other Stock No.	Description								QTY	Unit	Unit Price	Total
Total:													
Source Name:		(1)				(2)				(3)			
Street													
City, State, Zip Code													
Contact Name/Phone #													
Price Quotes		Item 1	Item 2	Item 3	Item 4	Item 1	Item 2	Item 3	Item 4	Item 1	Item 2	Item 3	Item 4
APPR		ACCOUNT CLASS		PROJ	SUB OBJECT		Date Required		Deliver To		Requested By		
							Approved/Cost Center Manager				Date		
TO BE COMPLETED BY PROCUREMENT STAFF:													
VENDOR/ADDRESS:					IG	PO NUMBER			DESG	RECYCLE	CCR		
					Payment Terms					Ship Via			
					FOB (check one) <input type="checkbox"/> Origin <input type="checkbox"/> Destination								
CONTACT NAME/TELEPHONE/FAX:					QUOTE SOURCE (Check one) <input type="checkbox"/> TELEPHONE <input type="checkbox"/> CATALOG <input type="checkbox"/> PRICE LIST <input type="checkbox"/> INTERNET <input type="checkbox"/> FSS <input type="checkbox"/> IFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ No: _____								
TIN			DUNS		YREGDOC#								
SUPPLIES ONLY: Excess and rehabilitated sources have been screened and the property is not available from these sources.					CONTRACTING OFFICER			DATE		RP #			

WARNING! AMMUNITION/WEAPONS/HAZARDOUS MATERIAL FOR PENAL INSTITUTION - DELIVER TO ARMORY OFFICER/SPECIFIED STAFF ONLY

Record Copy - Procurement; Copy - CC Manager -- (SF 1449 and copies of the RP will be reproduced as necessary by Procurement for CC Manager, Accounting, and Warehouse)