U.S. DEPARTMENT OF COMMERCE

PROCUREMENT REQUEST

Requisitioner fills in only unshaded blocks

INVOICE ADDRESS

REQUISITION NUMBER:

READY REQUISITION DATE:

RECEIVING OFFICE NO.	REFERENCE CONTRACT NUMBER	ORDER DATE	SOURCE	PURCHASE DELIVERY ORDER NUMBER	SUB.	SF-281

CHECK ONE
- PURCHASE ORDER
- DELIVERY ORDER
- IMPREST FUND
- CONTRACT
- OTHER

TO: (Seller)

SHIP TO: (Use Bldg/Room No.--see Reverse for Format)

1099 TAX

EMPLOYER IDENTIFICATION NUMBER (EIN)

REQUISITIONER CONTACT PERSON:

TELEPHONE NO.

LINE ITEM	DESCRIPTION (Double Space Between Items)	QUANTITY	UNIT ISSUE	UNIT PRICE (If Known)	ESTIMATED AMOUNT
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00

F.O.B. POINT		DISCOUNT TERMS	PROMPT PAYMENT	Sub-Total *(This Page)*	0.00
REQUEST DELIVERY BY:	DELIVERY DATE:	SHIP VIA	ESTIMATED FREIGHT	TOTAL	0.00

I certify that funds are available and that the above items are necessary for use in the public service.

TITLE OF REQUEST AUTHORIZING OFFICIAL	TELEPHONE
SIGNATURE	DATE
TITLE OF REQUESTER	TELEPHONE
SIGNATURE	DATE

BUR.	FUND	FCFY	PROJECT-TASK	ORGANIZATION	OBJECT CLASS	DISTRIBUTION	AMOUNT

CLEARANCES AND REMARKS

(Distribution--Original and one copy to Procurement)

NOT A PURCHASE ORDER

Reset Page 1 Only

U.S. DEPARTMENT OF COMMERCE
PROCUREMENT REQUEST
(Continuation Sheet)

REQUISITION NUMBER:

DATE:

LINE ITEM	DESCRIPTION	ACC. LINE	QUANTITY	UNIT ISSUE	UNIT PRICE (If Known)	ESTIMATED AMOUNT
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
					Sub-Total (This Page)	0.00

BUR.	FUND	FCFY	PROJECT-TASK	ORGANIZATION	OBJECT CLASS	DISTRIBUTION	AMOUNT

FORM CD-435A (10-03)

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