



EPA

United States Environmental Protection Agency Washington, DC 20460

PROCUREMENT REQUEST/ORDER

1. Name of Originator, 2. Date of Requisition, 3. Mailcode, 4. Telephone Number, 5. Date Item Required, 6. Signature of Originator, 7. Recommended Procurement Method, 8. Deliver To (Project Manager), 9. Address, 10. Mail Code, 11 Telephone Number, 12. Suggested Source (Name, Address, ZIP Code, Phone/Contact), 13. Amount of money committed is: Original, 14. For Small Purchases Only: Contracting Officer is authorized to exceed the amount shown in Block 26 by 10% or \$100, whichever is less.

15. Approvals

a. Branch/Office, Date, d. Property Management Officer/Designee, Date, b. Division/Office, Date, e. Other (Specify), Date, c. Funds listed in Block 26 and Block 14 (if any) are available and reserved. (Signature and phone number of Certifying Official), Phone 415-744-2172, Date

16. Date of Order, 17. Order Number, 18. Contract Number (if any), 19. Discount Terms, 20. FOB Point, 21. Delivery of FOB Point by ON or before (Date), 22. Person Taking Order/Quote and Phone Number, 23. Contractor (Name, address, ZIP Code), 24. Type of Order, Reference your quote (See block 22), Please furnish the above on the terms specified on both sides of this order and on the attached sheets, if any, including as indicated, b. Delivery provisions on the reverse are deleted. The delivery order is subject to the terms and conditions of the contract, (See Block 19), Oral, Written, Confirming

25. Schedule

Table with 8 columns: Item Number (a), Supples or Services (b), Quantity Ordered (c), Unit (d), Estimated Unit Price(e), Unit Price (f), Amount (g), Quantity Accepted (h). Includes a Total \$ row.

SFO (Max 2): 22

26. Financial and Accounting Data

Table with 10 columns: DCN (6), Budgt /FY, Appropriation Code (6), Bud Org/ Code (7), Program Element (9), Object Class (4), Amount (Dollars) (Cents), Site/Project (8), C Org/ Code

27. United States of America by (Signature), 28. Typed Name and Phone of Contracting Officer, Phone