



## INSTRUCTIONS FOR REQUEST FOR SUPPLIES AND SERVICES

1. Activity: Full name of location, i.e., USACC G4/8 Fort Knox.
2. Request Date: Self-explanatory.
3. Unit DODAAC: Self-explanatory.
4. Delivery Date: Date product or service needed by.
5. Local Purchase Authority: Regulation, CTA, TDA that authorizes the purchase.
6. Quantity: Self-explanatory.
7. Unit of Issue: Each, pack, day, etc.
8. Unit Price: Individual price of item or service.
9. Total Price: Total price of entire requirement.
10. Description of Supplies or Services: Enter nomenclature (i.e., shirt, short sleeve, green).
11. Required For and/or Special Instructions: Explain what the requirement is for and any special instructions that are required.
12. Recommended Source: Enter name and address of recommended source and any other known sources.
13. Ship to Location: Indicate where the product will be shipped to or where the service will be performed.
14. Fund Cite and Budget Analyst Signature: Budget analyst must provide a line of accounting and sign and date the form indicating that funds are available for the requirement.
15. Point of Contact and Phone Number: Individual who has the information available concerning the requirement.
16. Commander and/or Director Approval (Signature): Signature of Director, Commander, or designee required.
17. Additional Approval (SJA): Signature required for CRR review.
18. Additional Approval (PBO): Signature required for purchase of accountable items.
19. Additional Approval (Manpower): Signature required for CAAS requirements.
20. Additional Approval If Required: Any additional signatures required by regulation.
21. Hand Receipt Holder's Name, Identification Number, and Signature: Self-explanatory.
22. Requisition Number: Requisition number will be assigned by DCoS G4/8 or PBO.