

REQUISITION FOR PROCUREMENT DIVISION STOCK

Requisition No. _____

Date _____

Ship the merchandise listed below to:

Department _____

Bureau or office _____

Location _____

(Or phone extension, if in D. C.)

Charge the COST OF THESE ARTICLES to appropriation:

Symbol _____

Title _____

Charge TRANSPORTATION to appropriation:

Symbol _____

Title _____

Item No.	Preference Rating	Item Description	Number of Units	Unit	Unit Price	Extension
					13	
					1	
					100	
					1	
TOTAL,						

This requisition cannot be honored if you fail to complete the certification on the reverse side when applicable

 (Signature of authorized representative)

 (Type name and title)

INSTRUCTIONS

1. This form, original only, must be used in requesting supplies and materials which are listed in the Schedule of Stock Items as carried in stock by the Procurement Division warehouse.

Requests for items to be purchased by the Procurement Division, or for services, should be made on Procurement Division Form No. 1, Purchase Authority.

2. Separate requisition must be submitted for each separate consignee.

3. A separate requisition must be submitted for each separate appropriation or fund chargeable with the cost of supplies and materials requested.

4. In stating the appropriation to be charged, the appropriation symbol and title should be shown, together with such other identifying data as the ordering agency may consider necessary.

5. In listing items, skip a line between each item. The entry for any item which requires more than one line should be single-spaced.

6. Deliveries in the District of Columbia will be made only on the platform or within the doors of the building which the requisition indicates as the delivery point.

7. Exercise care in making entries in columns headed "Number of Units" and "Unit." The entry in the former, *multiplied* by the entry in the latter, should equal the quantity of merchandise actually desired. For example:

	<i>Number of units</i>	<i>Unit</i>
Quantity desired: 100 cards.		
Correct entry _____	1	C
Wrong entry _____	100	C
Quantity desired: 12 pencils.		
Correct entry _____	1	dozen.
Wrong entry _____	12	dozen.

A. "The quantities of those items listed herein, which are covered by General Limitation Order L-73, General Conservation Order M-126, Limitation Order L-67, or General Conservation Order M-15-b and Supplements and Amendments, are essential to meet supply requirements of this office for a period of not in excess of 60 days. Present stocks of these items within the jurisdiction of this office represent approximately a _____ days' supply."

B. "The undersigned purchaser hereby represents to the seller and to the War Production Board, that he is entitled to apply or extend the preference ratings indicated opposite the items shown on this purchase order, and that such application or extension is in accordance with Priorities Regulation No. 3, as Amended, with the terms of which the undersigned is familiar."

(Name of purchaser, requisitioning office)

By _____ (Date)

(Signature and title of duly authorized officer)

(Date)

The certification above covers requirements in accordance with (A) Circular Letter No. 614, dated June 9 and Supplement No. 1, dated June 13. (B) Circular Letter No. 653, dated August 25, 1942.