

U.S. DEPARTMENT OF ENERGY

REQUISITION FOR SUPPLIES, EQUIPMENT, OR SERVICE

Send to: Date:
 (Room No.)

..... Req. No.
 (Office, branch or section)

..... Project No.

Requested by:
 (Person to be contacted) (Phone No.)

**PLEASE FURNISH THE FOLLOWING
 ITEMS WHICH ARE NECESSARY FOR
 OFFICIAL USE**

.....
 (Requisitioning officer)

ITEM OR STOCK NO.	DESCRIPTION	QUAN- TITY	UNIT	DO NOT WRITE IN THIS COLUMN

DO NOT WRITE BELOW THIS LINE

FILLED BY..... Date.....
 DELIVERED BY..... Date.....
 POSTED BY..... Date.....

THE MATERIAL AND/OR SERVICES ITEMIZED
 ABOVE HAVE BEEN RECEIVED IN THE QUANTITY
 AND QUALITY SPECIFIED, EXCEPT AS OTHERWISE
 NOTED.

.....
 (Signature)

 (Date)

NOTE AND FOLLOW INSTRUCTIONS ON REVERSE SIDE

INSTRUCTIONS

Compliance with the following instructions will facilitate the processing of your requisition:

1. Submit requisition in duplicate to the Office of Administrative Services.
2. The requisition number to be assigned by initiating office. Space for project number to be filled in if applicable.
3. Requisitions should be signed by a designated officer or alternate of the division or office requisitioning for the following groups of items:
4. Type or print. Double space between items.
 - (a) Stock items (office supplies, including forms) listed in the DOE stock catalog, show catalog item numbers, description and quantity.
 - (b) Special rubber stamps.
 - (c) Supply items not listed in DOE stock catalog.
 - (d) Office equipment (furniture, typewriters, etc.)