

NOTE: Mandatory Entries are Underscored.
See Instructions for Completion of DI-52.

REQUISITION

1 <u>REQ. DATE</u>	2 <u>PURCHASE ORDER NO.</u>
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3 <u>REQ'N. NO.</u>	4 <u>ROOM NO.</u>	5 <u>BU./OFC. SYMBOL</u>	6 <u>APPROPRIATION SYMBOL</u>	7 <u>ALLOTMENT NO.</u>
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8 <u>SHIP TO:</u>	9 <u>VENDOR:</u>
TELEPHONE NO:	TELEPHONE NO:

10 <u>ITEM CODE</u>	11 <u>PMAS ORGANIZATION CODE</u>	12 <u>PMAS RESPONSIBLE OFFICER CODE</u>
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13 <u>REQUESTED DELIVERY</u>	14 <u>GSA CONTRACT NO.</u>	15 <u>FOB POINT</u>
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16 <u>DISCOUNT TERMS</u>	17 <u>SHIP VIA</u>	18 <u>GBL NO.</u>
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19 <u>ITEM NO.</u>	20 <u>SUPPLIES OR SERVICES</u>	21 <u>QTY</u>	22 <u>UNIT</u>	24 <u>UNIT PRICE</u>	25 <u>EXTENDED AMOUNT</u>
25. Total Estimated Cost					\$

26 <u>REQUESTED BY:</u> <i>(Title and Signature)</i>	27 <u>DATE</u>	28 <u>APPROVED BY:</u> <i>(Title and Signature)</i>	29 <u>DATE</u>
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<p>30 <u>PROPERTY MANAGEMENT CERTIFICATION:</u> Except as noted, items are not available from sources under my control.</p> <p style="text-align: center;">_____ <i>(Title and Signature)</i></p>	<p>31 <u>FUND CERTIFICATION:</u> Funds in the amounts shown are available and chargeable to cost authorities shown above.</p> <p style="text-align: center;">_____ <i>(Title and Signature)</i></p>
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