

PROCUREMENT REQUEST				TO: (Procurement Office) USDA-NRCS 967 ILLINOIS AVE., SUITE 3 BANGOR, ME 04401				1. REQUESTING OFFICE USDA-NRCS YOUR OFFICE ADDRESS HERE			
<i>INSTRUCTIONS: Agencies must provide responses in unshaded areas. See reverse.</i>											
2. INVITING OFFICE NO.		3. CONTRACT NUMBER <i>(If Applicable)</i>		4. ORDER DATE	5.	6. UNIT CODE	7. FUND CODE	8. PURCHASE/DELIVERY ORDER NUMBER	9. SUB.	1A. PROCUREMENT REQUEST NO.	
23										1B. DATE 1/17/20	
CHECK ONE <input type="checkbox"/> Purchase Order <input type="checkbox"/> Delivery Order					10. TO: (Seller) GSA - Advantage or other vendor (recommendation) if known					11. SHIP TO: (Consignee and Destination) USDA-NRCS SHIP TO ADDRESS HERE <input type="checkbox"/> INSIDE DELIVERY REQUESTED	
12. LINE ITEM	13. ACT. CODE	14. DESCRIPTION				15. BUDGET OBJECT.	16. ACC. LINE	17. QUANTITY	18. UNIT ISSUE	19. UNIT PRICE	20. AMOUNT
1		SAMPLE Paper shredder for office use (8-persons)						1			0.00
2		SOUNDSTATION 2W EX MICS/CABLES for conference room use						1			0.00
3		Dry Erase Marker Board - magnetic 2X3'						2			0.00
Justification: 1)To destroy confidential docs. 2)Hold conference meetings and 3)track on going projects											
<i>For additional information, please contact:</i> J. P. JONES (REQUESTER) (207) 990-0000 TECHNICAL CONTACT TELEPHONE NO.											
21. FOB POINT					22. DISCOUNT TERMS					Sub-Total ▶ 25 0.00	
23. REQUIRED DELIVERY (Do not use ASAP)			23A. NEGOTIATED DELIVERY			24. SHIP VIA			26. ESTIMATED FREIGHT		TOTAL ▶ 27
28. ACC. LINE	29. ACCOUNTING CLASSIFICATION								30. DISTRIBUTION	31. AMOUNT	
2	A 5	B 10	C 5	3	D 4	E 1	4	1	2		
RECOMMENDED SOURCE(S) (If necessary, use attachment)						I certify that the above items are necessary for use in the public service.					
						TITLE SLT MANAGER, I.E. ASTC FOR OPS, STATE ENGINEER, ETC.					
						SIGNATURE OF AUTHORIZED REPRESENTATIVE					