

PURCHASE REQUEST AND COMMITMENT For use of this form, see DFAS-IN 37-1; the proponent agency is ASA(FM&C).			1. PURCHASE INSTRUMENT NO.	2. REQUISITION NO.	3. DATE	PAGE OF PAGES	
4. TO:			5. THRU:		6. FROM:		
It is requested that the supplies and services enumerated below or on attached list be							
7. PURCHASED FOR				8. DELIVERED TO		9. NOT LATER THAN (Date)	
The supplies and services listed below cannot be secured through normal supply channels or other Army supply sources in the immediate vicinity, and their procurement will not violate existing regulations pertaining to local purchases for stock, therefore, local procurement is necessary for the following reason: <i>(Check appropriate box and complete item.)</i>					10. NAME OF PERSON TO CALL FOR ADDITIONAL INFORMATION		11. TELEPHONE NUMBER
<input type="checkbox"/> 12. LOCAL PURCHASES AUTHORIZED AS THE NORMAL MEANS OF SUPPLY FOR THE FOREGOING BY		<input type="checkbox"/> 13. REQUISITIONING DISCLOSES NONAVAILABILITY OF ITEMS AND LOCAL PURCHASE IS AUTHORIZED BY			FUND CERTIFICATION		
EMERGENCY SITUATION PRECLUDES USE OF REQUISITION CHANNELS FOR SECURING ITEM					The supplies and services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed.		
					19. ACCOUNTING CLASSIFICATION AND AMOUNT		
14. ITEM	15. DESCRIPTION OF SUPPLY OR SERVICES	16. QUANTITY	17. UNIT	18. ESTIMATED			
				UNIT PRICE <i>a</i>	TOTAL COST <i>b</i>		
					20. TYPED NAME AND TITLE OF CERTIFYING OFFICER		21. SIGNATURE
							22. DATE
					23. DISCOUNT TERMS		
					24. PURCHASE ORDER NUMBER		
25. THE FOREGOING ITEMS ARE REQUIRED NOT LATER THAN AS INDICATED ABOVE FOR THE FOLLOWING PURPOSE					26. DELIVERY REQUIREMENTS		
					ARE MORE THAN 7 DAYS REQUIRED TO INSPECT AND ACCEPT THE REQUESTED GOODS OR SERVICES YES <input type="checkbox"/> NO <input type="checkbox"/>		
					IF YES, NUMBER OF DAYS REQUIRED _____		
27. TYPED NAME AND GRADE OF INITIATING OFFICER		28. SIGNATURE		29. DATE		34. TYPED NAME AND GRADE OF APPROVING OFFICER OR DESIGNEE	
30. TELEPHONE NUMBER						35. SIGNATURE	
31. TYPED NAME AND GRADE OF SUPPLY OFFICER		32. SIGNATURE		33. DATE		36. DATE	

37. OBLIGATION RECORD								38. AMOUNT OF COMMITMENT \$									
DATE	REFERENCE NUMBER	OBLIGATED INCURRED			UNOBLIGATED BALANCE			REMARKS	DATE	REFERENCE NUMBER	OBLIGATED INCURRED			UNOBLIGATED BALANCE			REMARKS

39. PROCUREMENT DATA																
BIDDER NO.	Item						DISCOUNT DAYS				BUSINESS		DELIVERY TIME	DESTINATION FOB POINT		
	Qty															
	Unit						10	20	30	NI	Lg	Sm				