



TO: Supply Officer		REQUESTING OFFICE			TO BE COMPLETED BY SUPPLY PERSONNEL (NOTE: Alterations in "ACTION" column will be initialed and dated.)					
ACTION REQUESTED DELIVERY TURN-IN		DATE PREPARED		DATE REQUIRED						
ITEM NO. OR STOCK NO. <i>(If available)</i>	DESCRIPTION			QUAN-TITY	UNIT	ESTIMATED UNIT COST	UNIT COST	TOTAL COST	ACTION <i>(Note 1)</i>	
JUSTIFICATION OF NEED OR TURN-IN <i>(If recurring need, indicate 30 day estimate. If turn-in, do not use this form if circumstances require use of VA Form 1217, Report of Survey.)</i>							FOB			
							TERMS		DELIVERY DATE	
							QUOTE DATE		BY (Initials)	
SIGNATURE OF INITIATOR				SIGNATURE OF APPROVING OFFICIAL			DATE			
ADMINISTRATIVE ACTION				RECEIPT ACTION						
<i>(CHECK APPLICABLE BOX)</i> UNPOSTED POSTED SERVICE BULK SALE				I CERTIFY that the quantities in "ACTION" column have been received.						
AVAILABILITY OF ITEMS REQUESTED ABOVE, OR SUITABLE SUBSTITUTES VA STOCK GSA STOCK EXCESS NOT AVAILABLE FROM ANY OF THESE				SIGNATURE OF RESPONSIBLE OFFICIAL OR DESIGNEE			DATE			
SIGNATURE OF ACCOUNTABLE OFFICER OR DESIGNEE			DATE	<i>(CHECK APPLICABLE BOXES)</i> TURN IN USE ONLY - I CERTIFY that the quantities shown in "ACTION" column have been received and the turn-in circumstances cited appear reasonable. Disposition codes indicate action taken. RECEIVING REPORT USE ONLY - The articles or services listed herein have been received or rendered and are accepted, except as noted.						
AUTHORITY FOR AND/OR METHOD OF PURCHASE										
I CERTIFY that the resultant contract is authorized by law and is within the limits of my authority.				SIGNATURE OF CONTRACTING OFFICER			SIGNATURE OF STOREKEEPER			DATE
PURCHASE ORDER OR REQ. NO.		DATE OF P.O. OR REQUISITION		SIGNATURE OF ACCOUNTABLE OFFICER			DATE			
FUND CERTIFICATION: The supplies/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 obligated.				DATE OF VOUCHER			VOUCHER NUMBER			
APPROPRIATION AND ACCOUNTING SYMBOLS				OBLIGATED BY			DATE			

TO	REQUESTING OFFICE	NAME OF DIVISION OR SERVICE CHIEF		
THE FOLLOWING ITEMS ARE AVAILABLE FROM				
STOCK VA SUPPLY DEPOT OTHER MANDATORY SOURCES OF SUPPLY				
It is suggested that they be considered in lieu of the items requested on the reverse side. If acceptable, check appropriate block and sign below. If not acceptable, submit QIR if not exempted by Section 872.003(c) of the VAAR.				
SUGGESTED LIST OF SERVICES, EQUIPMENT OR SUPPLIES				
ITEM NUMBER	DESCRIPTION	QUANTITY	UNIT COST	EST. TOTAL COST
SIGNATURE OF CHIEF, SUPPLY SERVICE OR DESIGNEE		DATE		
SUGGESTED ITEM		QUALITY IMPROVEMENT REPORT NO.		
ACCEPTABLE	REJECTED (Justify in Remarks)			
SIGNATURE OF DIVISION OR SERVICE CHIEF OR DESIGNEE		DATE	PURCHASE REQUEST <i>(As indicated in VAAR Section 872.003(d))</i>	
			APPROVED	DISAPPROVED
			SIGNATURE	DATE
REMARKS				
PENDING DISPOSITION AS STATION EXCESS <i>(Note 2)</i>		PENDING DISPOSITION AS VA EXCESS <i>(Note 3)</i>		DISPOSAL COMPLETED <i>(Note 4)</i>
\$		\$		\$
NOTES				
1. Items turned-in will be coded as follows: <i>C - Item continued in service.</i> <i>P - Item held pending disposition as station excess.</i> <i>X - Item held pending disposition as VA excess.</i> <i>D - Item destroyed. Accountability terminated.</i> <i>S - Item disposed of as scrap or salvage. Accountability terminated.</i> <i>T - Property traded in. Accountability terminated.</i> 2. Total dollar value of items coded "P". 3. Total dollar value of items coded "X". 4. Total dollar value of items coded "D", "S", and "T".				