

GOVERNMENT PURCHASE CARD REQUEST

PR Number: _____

Date: _____

Requester
Name and Ext.: _____

Phone: _____

Requesting
Section: _____

Date of Funding (L4):

Description of Items:

Qty:

Cost:

Total Cost:

Description of Items:	Qty:	Cost:	Total Cost:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Purchase Cost: _____

Justification:

Approvals

Cardholder
Signature _____

Billing Official
Signature _____

Required Source Used
(check box if applies)

- Unicor
- Ability One
- Small Business
- CHES (IT)
- GSA
- Commercial item

Is the purchase susceptible to Property Book Guidelines?

MARKETING PURCHASE REQUEST

RRNCO: COMPANY: PLATOON:

PHONE NUMBER: EMAIL:

Purchase Request:

Vender Information Company:

Do they accept Mastercard (Yes or No):

Point of Contact:

Phone Number:

Email Address:

Address:

City:

State:

Zip:

Addition Comments:

Please provide a quote and an image of what you are purchasing