

PEACE CORPS

MS 736
ATTACHMENT B

Requests for Equipment, Supplies, or Services under \$500.00

REQ. NO.		APPROPRIATION NO.	
DATE ISSUED		ACCOUNTING CLASSIFICATION	
DATE REQUESTED			

INSTRUCTIONS: INCLUDE REQUISITION NUMBER, FISCAL DATA AND ESTIMATED COST TO AVOID DELAYS.

Prepare separate requests for office supplies and equipment and services. Send original and one copy to Small Purchases Section. Keep Office Copy for budget use. Suggested sources may be attached but additional sources may be required by regulations.

ITEM	DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST

TOTAL \$

DELIVERY INSTRUCTIONS: (Building, Room Number, Contact Person and Phone number.)

INSIDE DELIVER [] PLATFORM DELIVERY [] PICK-UP [] PRE-PAID []

REQUESTED BY:

AUTHORIZING SIGNATURE:

OFFICE SYMBOL:

TELEPHONE NUMBER: