

Requestor/Shipping:

Enter requesters name, address, city, state & zip code. Enter address for delivery of items being ordered. Check Box if same as requester address and that address will automatically be inserted as ship to address.

Grant Information:

Check block if this is NOT associated with a government grant. If associated with a government grant insert name and number of grant.

Item List:

Enter quantity required in this section along with a accurate description of the item(s) desired and the estimated cost. Total amount will automatically computed based on quantity and per item estimated cost. Estimated Total inserted automatically based on total cost for each line item entered.

Notes:

Insert any amplifying information to assist with the purchase or other special instructions.

Delivery Requirements:

Insert each item number from above then indicate required delivery date for each and suggested sources of procurement. Provide complete name, address, a point of contact (if known) and telephone numbers (voice and fax) for company.

Signatures/Approvals:

Insert your electronic signature (date will automatically appear), then forward to your department head for approval and routing with the chain of communication. Approving Department Chief and cognizant NADCO sign and forward to either NAVCO or NACO, as appropriate, for final approval if not a budgeted item. If funding from Department or NADCO's authorized budget, they may forward directly to AUXCEN for processing. Sr. VP/NAVCO or Pres/NACO signs electronically approving purchase and forwards to AUXCEN for processing.