

Print Form

Reset Form



Government Purchase Card Request Document

THIS DOCUMENT MUST BE COMPLETED AND SIGNED PRIOR TO CARDHOLDER MAKING A PURCHASE (Not required for training purchased on a SF182)

1. REQUEST NUMBER	2. DATE REQUESTED 7/21/23	3. DATE REQUIRED 7/24/23	4. REQUESTOR (not CH or contractor) (b)(6)
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5. REQUIRING ORGANIZATION DMOC	6. REQUIRING ORGANIZATION'S SHIPPING ADDRESS 4800 Mark Center Drive, (b)(6) Alexandria, VA 22350
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7. SUPERVISORY APPROVAL (may not be the Requestor)
By my signature, I certify that this item/service fulfills a valid government requirement. (Print Name, Sign and Date or Electronically Sign.)
(b)(6)

If you have emails, screen shots, or copies of catalog pages to attach, click the paperclip on the left.

8. ITEM(S) REQUESTED			
ITEM DESCRIPTION	QTY	UNIT PRICE	TOTAL
75th Anniversary EO 9980/9981 Program Booklet	1	3,606.55	3,606.55
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00

(CONTINUED ON PAGE 2)	9. TOTAL FROM PAGE 2	0.00
<input checked="" type="checkbox"/> Mandatory Source Compliant	<input type="checkbox"/> Sustainable Procurement Compliant	10. SHIPPING, HANDLING, ETC.
<input type="checkbox"/> No active exclusion	<input type="checkbox"/> DHRA CIO approval for IT HW/SW	11. DISCOUNT OFFERED
	12. ESTIMATED TOTAL PRICE	\$3,606.55

13. VENDOR (Include name, address, POC, and phone number.) *Note- distribute purchases equitably among qualified suppliers.*
DLA Document Services (Pentagon), (b)(6)

14. JUSTIFICATION OF PURCHASE (CONTINUED ON PG. 2) Describe in detail why this item or service is a mission need/requirement.
Program Booklets will be provided to attendees at the commemoration of the 75th Anniversary EO 9980/9981 (desegregation of Federal Workforce and Armed Services) event at the Pentagon on July 26, 2023.

15. CARDHOLDER SIGNATURE
By my signature I certify that the item(s) requested on this document will be purchased in accordance with the rules and regulations governing the GPC program (Print Name, Sign and Date or Electronically Sign.)

16. BILLING OFFICIAL SIGNATURE
By my signature I certify that the items requested on this document to be purchased by the GPC Cardholder are legal and proper for purchase and that funds are available for this purchase. (Print Name, Sign and Date or Electronically Sign.)

17. RECEIVER
By my signature I certify the item(s) requested on this document has been received by me. (Print Name, Sign and Date or Electronically Sign.)

8. ITEM(S) REQUESTED (CONTINUED)

ITEM DESCRIPTION	QTY	UNIT PRICE	TOTAL
			0.00
			0.00
			0.00
			0.00
			0.00
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			0.00
Page 2 Total			0.00

14. JUSTIFICATION OF PURCHASE (CONTINUED)

If the Sustainable Procurement box in section 8 is not checked, please identify the reason(s) below:

- Price of the product/service is unreasonable
- Product/service will not meet reasonable performance standards
- Availability does not meet requirement timeframe