GOVERNMENT PURCHASE CARD REQUEST

			1. REQUEST DATE
2. NAME/RANK OF REQUESTOR		3. ORG/OFFICE SYMBOL	4. DUTY PHONE
5. NAME OF CARDHOLDER	6. CARDHOLDER'S SIGNATURE	7. GPC # (Last four digits)	8. EXPIRATION DATE
9. BILLING OFFICIAL	10. BILLING OFFICIAL'S SIGNATURE		

11. ITEM DESCRIPTION *(Include manufacturer and part number)*

12. VENDORS CONTACTED

A. VENDOR'S NAME	B. PHONE	C. SALES PERSON	D. PRICE	E. EST DELIVERY DATE/COMMENTS	F. AWARDED

13. AWARDED VENDOR'S ADDRESS	14. DATE RECEIVED

15. PRICE DETERMINED FAIR AND REASONABLE BASED ON *(Adequate competition/commercial catalog price, previous purchase, etc.)*

16. REMARKS *(Unsatisfactory or Late Vendor Performance)(Continue remarks on back, if necessary)*

17. COORDINATION *(If required)*

A. ITEM	B. AUTHORIZING AGENCY	C. DATE	D. SIGNATURE OF COORDINATING AGENCY
	Supply		
	DCSI		
	Other		

18. APPROVING AUTHORITY

A. APPROVING AGENCY	B. PERSON CONTACTED	C. DATE	D. APPROVAL NUMBER

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INSTRUCTIONS

Items 1-4: Self-explanatory
Item 5: Name of cardholder purchasing the item
Item 6: Self-explanatory
Item 7: Last four numbers of your Government Purchase Card
Item 8: Government Purchase Card expiration date
Item 9: The person who approves the IMPAC purchases
Item 10: Self-explanatory
Item 11: Provide a description that as detailed as possible--include item, manufacturer's name, part numbers, quantity, etc.
Item 12: This is solely for your use. You only need to include one vendor. However, the block gives you room to compare/contrast other vendors if you wish.
Item 13: Fill in as you desire.
Item 14: Fill in as you desire.
Item 15: Fill in as you desire.
Item 16: Include whatever remarks you feel necessary.
Items 17 and 18: For Supply/DCSI/Contracting use.