

APPENDIX C-22

MANUAL WALK-THRU PURCHASE REQUEST
STANDARD FORM 36

1. PURPOSE

To provide operating personnel within the Directorate of Supply Operations the format to be used in the preparation of a manual Walk-Thru Purchase Request, SF 36, for stock replenishment or direct delivery requirements.

2. ORIGIN

The Walk-Thru Purchase Request is prepared by the Item Manager or ESOC Supply Management Representative to satisfy emergency requirements in accordance with the procedures outlined in appendix E-266 P.

3. FREQUENCY

As required.

4. FORMAT

- a. Heading Line - Not applicable.
- b. Data Organization - Variable.
- c. Captions of Data Elements:

STOCK REPLENISHMENT PR

- (1) PR NO. - 14 position Walk-Thru Purchase Request Number.
- (2) STOCK/PART NO. - NSN or part number of item being procured.
- (3) ACQUISITION UNIT COST - Unit Cost of NSN being procured.
- (4) ITEM DESCRIPTION - Complete description of NSN being procured.
- (5) SEE LINE ITEM FOR PRESERVATION AND PACKAGING - Information Line.
- (6) PR LINE NO. - Six position Purchase Request Line Item Number.
- (7) PRESERVATION AND PACKAGING - Data applicable to each line item.
 - (a) QUP - Quantity Unit Pack.
 - (b) WT - Unit Weight.
 - (c) CU - Unit Cube.

(d) SEE PACKAGING SHEET NO. ____ - Applicable packaging instructions for PR line item.

(e) PACK ____ - Type of Pack applicable to PR line item.

(8) FCC - Funds Classification Code.

(9) LOC - Routing Identifier Code of Storage Location.

(10) QUANTITY - Quantity of line item being procured.

(11) UNIT - Unit of issue of line item being procured.

(12) SHIP-TO - DoDAAD Activity Code and ship to address for applicable line item.

(13) DELIVERY DATE - Required delivery date for applicable line item.

(14) Data Elements (5) through (13) are repeated for each line item.

(15) TOTAL ITEM QTY - Total quantity of NSN/Part Number being procured.

DIRECT DELIVERY PR

(1) PR NO. - 14 position Walk-Thru Purchase Request Number which will be obtained from appendix F-189, Notice of Backorder Status Change BB to BV.

(2) Through (8) - Same as for Stock Replenishment PR.

(9) LOC - Not applicable to Direct Delivery PRs.

(10) Through (13) - Same as for Stock Replenishment PR.

(14) Marking instructions for applicable line item.

(a) DIC - Document Identifier Code applicable to the MILSTRIP requisition.

(b) MARK FOR - Requisition Number.

(c) SIG - Signal Code.

(d) SUP ADD - Supplementary Address.

(e) IPD - Issue Priority Designator.

(f) DIST - Distribution Code.

(g) PROJ - Project Code.

(h) ADV - Advice Code.

(i) FC - Funds Code.

(15) TOTAL ITEM QTY - Same as for Stock Replenishment PR.

5. DISTRIBUTION AND RETENTION

The SF 36 will be distributed and/or retained in accordance with appendix E-166 P.

6. PROCEDURES FOR REVIEW AND PROCESSING

Procedures for preparation and processing of the SF 36 are outlined in appendix E-266 P.

MANUAL WALK-THRU PURCHASE REQUEST STANDARD FORM 36 (CONT'D)

STANDARD FORM 36, JULY 1964 GENERAL SERVICES ADMINISTRATION FPMR, PROC. REG. (41 CFR) 101-11.6		CONTINUATION SHEET		REF. NO. OF DOC. ISS. AUTH.	PAGE	OF
NAME OF OFFICE OR COMRADE						
ITEM NO.	SUPPLIES/SERVICES			QUANTITY	UNIT	AMOUNT
	PR NR ARCT0090000236	STOCK/PART NR 3030-00-926-3829	ACQN COST \$ 7.39			
	ITEM DESCRIPTION BELTS, V, MATCHED SET					
	SEE LINE ITEM FOR PRESERVATION AND PACKAGING PR LINE NR 000100 PRESERVATION AND PACKAGING QIP OOI WT CU SEE PACKAGING SHEET NO 970 PKG A PACK A					
	FCC	CAD	LOC	SCC	16	EE
	SHIP TO DELIVERY DATE SN0700 TO JUN 11 DIRECTOR FOR DEPOT OPERATIONS DEFENSE CONSTRUCTION SUPPLY CENTER COLUMBUS OHIO 43215					
	SEE LINE ITEM FOR PRESERVATION AND PACKAGING PR LINE NR 000200 PRESERVATION AND PACKAGING QIP OOI WT CU SEE PACKAGING SHEET NO 970 PKG A PACK A					
	FCC	CAD	LOC	SUC	15	EE
	SHIP TO DELIVERY DATE SN3400 TO JUN 11 DIRECTOR FOR DEPOT OPERATIONS DEFENSE DEPOT GREEN GREEN UTAH 84401					
	TOTAL ITEM QTY			31		

STANDARD FORM 36, JULY 1966 GENERAL SERVICES ADMINISTRATION RD. PROC. REG. (41 CFR) 1-16.101		CONTINUATION SHEET		REF. NO. OF DOC. BEING CONT'D.		PAGE OF	
NAME OF OFFICE OR CONTRACTOR							
ITEM NO.	SUPPLIER/SERVICES			QUANTITY	UNIT	UNIT PRICE	AMOUNT
	PR NR ADCT0014000826	STOCK/PART NR 2540-00-906-7947	ACQN COST \$ 4.35				
	ITEM DESCRIPTION CUSHION, OPERATORS SEAT...IN ACCORDANCE WITH STANDARD MFG CO DWG NO. 2560251 IN ACCORDANCE WITH THE FOLLOWING SPECIFICATIONS/DRAWINGS/STANDARDS NUMBER DATE AMEND NR/DATE DWG98296 2560251 62 FEB 23 RA 63 JUL 20						
	SEE LINE ITEM FOR PRESERVATION AND PACKAGING PR LINE NR 000100 PRESERVATION AND PACKAGING QUP COI WT CU SEE PACKAGING SHEET NO 970 PKG A PACK A						
	FCC	CSC		1	EA		
	SHIP TO DELIVERY DATE N62507 70 FEB 01 US NAVAL AIR STATION APO SAN FRANCISCO 96667						
	DIC MARK FOR A61 N6250700024608	SIG A	SUP YST097	ADD C2	IPD AX	DIST ZL7	PROJ ADV FC 27
	TOTAL ITEM QTY			1			