ORDER DOCUMENT - NON STOCK PURCHASE REQUEST

Note: Requesting Activity complete shaded items only.

DI	DOCUMENT NUMBER	STOCK NUMBER	MFG. PART NUMBER	MFG. CODE	SOURCE	NOUN	QUANTITY	U/I
XJ,								

UNIT PRICE	TOTAL PRICE	*OBJ. CLASS	ACT CODE	ORG CODE	COST CODE	L/I CD	REQ DEL DATE	CUST ID	SUP CD	SHIP TO ADDRESS

BUDGET CERTIFICATION	NAME OF REQUESTING OFFICE POINT OF CONTACT	TELEPHONE NUMBER

NOMENCLATURE/DESCRIPTION/DELIVERY INFORMATION

SUGGESTED SOURCE

JUSTIFICATION *(Required for the following: (1) Requirements needed in 7 days or less; (2) Other than full and open competition, i.e., sole source or brand name)*

***CODES FOR OBJECT CLASS: 2500 for Services; 2600 for Supplies; 3100 for Furniture/Equipment**

☐ APPROVE ☐ DISAPPROVE	DATE	AUTHORIZED SIGNATURE