



**DLA DISPOSITION SERVICES  
REQUEST FORM FOR GOODS AND SERVICES**

Prescribed by: DoD 5000.64  
Sponsor: Disposition Services

**SERVICE REQUIREMENT INFORMATION**

14. DESCRIBE THE SERVICE

15. LIST THE CHARACTERISTICS FOR THE SERVICE THAT IS NEEDED

16. PROVIDE THE DESTINATION AND QUANTITY

**MARKET RESEARCH**

17. HAS ANY MARKET RESEARCH BEEN CONDUCTED PRIOR TO SUBMISSION

Yes  No

18. PROVIDE INFORMATION (i.e. MAKE, MODEL, PART NUMBER, COST, WEBSITE, QUOTE)

19. SOURCE: POC, PHONE NUMBER AND EMAIL ADDRESS, IF APPLICABLE

SEND COMPLETED REQUEST FORM AND ANY SUPPORTING DOCUMENTATION TO [SALESANDOPSCONTRACTREQUIREMENTS@DLA.MIL](mailto:SALESANDOPSCONTRACTREQUIREMENTS@DLA.MIL)  
REQUIREMENTS WILL ASSIGN AN ACTION OFFICER AND YOU WILL BE CONTACTED WITHIN THREE BUSINESS DAYS.