

REQUEST FOR NEW PRODUCE ITEMS

Items marked with an asterisk are required

*Requested by: (Activity Name): _____

*Contract # _____

*CONUS (USA Stateside) or OCONUS (overseas) Request _____

*Troop Support (STORES) or School Lunch/Tribe (USDA FFAVORS)? _____

DLA Stock # LSN (if available): _____

Vendor Part/Item # _____

*Complete Item Description: _____

*USDA Grade (If none state none): _____

Manufacture/Brand Name (if available): _____

Cost: Per Case: \$ Dist. Fee ____ Total Cost ____ Per Package

*Vendor's Unit of Measure (most important as **this is how the vendor prices the item for sale** (i.e. cs, co, pg, lb) _____

DLA Unit of Issue (How many individual units are contained within the Vendor Unit of Measure, (usually determined by cataloger). _____

Package Size: _____

*Case Weight: _____

Pack: Bulk ____ Individually Wrapped Portions _____

Item: Fresh _____ Chilled/Processed _____ Other _____

Estimated Monthly Usage: ____ Cases per month

Will cataloging this new item result in reducing the usage of an item already in the catalog? Yes _____ No _____

If yes, what is the stock number and description of the item for which usage will be reduced? _____

Comments: Note: Provide a copy of this request to your DLA Catalog Account Manager to expedite stockage of the items desired.