

Instructions for Preparing Purchase Requisitions

The requesting office shall prepare and submit to the Division of Finance and Accounting an original and two copies of purchase requisitions as follows:

- 1 - Name and address of the requesting office.
- 2 - Name of Preparer.
- 3 - Date.
- 4 - Control No. assigned by the requesting office.
- 5 - Name and address of supplier.
- 6 - Indicate in this box the respective P & S, such as Tinian, Rota or Saipan.
- 7 - In this box, indicated the point where the supplier is relieved of all cost responsibilities, such free alongside ship or carrier warehouse.
- 8 - Type of transportation desired, such as air or surface.
- 9 - Date supply is required.
- 10 - Indicate line item number.
- 11 - Funding Organization code, such; Procurement and Supply, 1223 etc.
- 12 - Expenditure category code, such as 4224 for repair and maintenance, etc.
- 13 - Applicable to Federal Accounts.
- 14, 15, 16, and 17 - self explanatory
- 18 - Unit Price less discount price.
- 19 - Complete description of the item, including model no., if applicable.
- 20 - The total net cost of the item(s).
- 21 - Enter total freight and handling cost(s).
- 22 - Enter other charges, such as delivery, storage, etc.
- 23 - Enter total amount (add 20, 21 and 22).
- 24 - Indicate for what purpose the item is to be used.
- 25 - Name and signature of the respective expenditure authority.
- 26 - Name and signature of the Secretary of Finance or his designee.
- 27 - Name and signature of the Director , Procurement and Supply, or his designee, or Resident P & S Representative for Rota or Tinian.

