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REQUESTING OFFICE Pre-Convention Office						PREPARED BY A. Guerrero			```	DATE	REQUISITION NO
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			Committee					avi	d I. Apata		DATE
	ard B.	/	/				l'				51.1

## **Instructions for Preparing Purchase Requisitions**

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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 **2**0, 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.

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	OFFICIAL STAL	2			F	PURCH	ASE F				
REQUESTING OFFICE PREPARED BY									DATE	REQUISITION NO.	
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Pre-	-Conve	ntion C	ffice								
APPROVED BY (Department Head Expenditure Authonity) DATE FUND CERTIFICATION AND CONTROL (Name, Title) DATE Herman T. Guerrero, Chairman 5/9/91 DEPARTMENT OF FINANCE											
	Pre-Convention Committee     9///J     David M. Apatang       DIRECTOR PROCUREMENT AND SUPPLY     DATE										
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