MARINE CORPS LOGISTICS COMMAND GOVERNMENT COMMERCIAL PURCHASE CARD (GCPC) PURCHASE REQUISITION

Requester's Name:			**Date**
Department & Section:		☐ **PRIORITY** ☐ **EMERGENCY**	☐ **ROUTINE**

Type of order: **Phone** **Over-the-counter** **Internet** **Other**

Description (make / model / pn / nsn)	**QTY**	**U/I**	**Unit Price $**	**Total Price $**

Justification for request (attach additional sheets as needed):

Suggested Vendor Name / Address / Phone # / POC	**Deliver to: CMD / Unit / Name / address / Tel #**

Have you screened the following sources of supply as required:

AbilityOne(JWOD):	http://abilityone.com/	Available?	☐ Yes ☐ No
Local Sources:	Base supply stores/Servmarts/Base Property	Available?	☐ Yes ☐ No If necessary, provide DSSC waiver.
USMC Virtual Servmart:	https://www.usmcservmart.gsa.gov	Available?	☐ Yes ☐ No
EMALL:	https://emall6.prod.dodonline.net/main/	Available?	☐ Yes ☐ No
FISC San Diego Virtual Office Supply Contracts: (websites provided below)			
Office Max:	http://www.government.officemax.com/html/index.shtml	Available?	☐ Yes ☐ No
Corporate Express:	http://www.ce4navy.com/index.cfm	Available?	☐ Yes ☐ No
GSA:	http://www.gsa.gov	Available?	☐ Yes ☐ No
DAPS:	http://www.daps.dla.mil	Available?	☐ Yes ☐ No

1. Is/Are the Item(s) on the prohibited list? ☐ Yes ☐ No
2. Will this purchase result in a "Split Buy"? Yes ☐ No ☐
3. Have I rotated vendors for the same type of purchase? Yes ☐ No ☐
4. Is this a Hazardous Material? Yes ☐ No ☐ If yes, submit all requisitions to the Hazmat Office.
5. Is this IT Equipment? Yes ☐ No ☐ If yes, attach written approval from C4/NMCI and proof that item is Section 508 of the Rehabilitation Act compliant. Buy Accessible Wizard website: http://www.buyaccessible.gov/
6. Is this a property item? Is the item pilferable? Yes ☐ No ☐
If yes, attach a copy of an email sent to the property control office or reference the appropriate CMR. **If no, and unit cost is > $300, briefly explain why it's not property.**

Have you ensured the vendor is notified of the following:

No sales tax or credit card fees can be charged ……	☐ Yes	☐ No
The total price quoted includes **ALL** shipping charges…	☐ Yes	☐ No
Fill or Kill **(NO BACK ORDERS)** ……	☐ Yes	☐ No
Charges cannot be billed until material has been shipped or service provided……	☐ Yes	☐ No

Order Information

Company Name:

PO #: _____

Doc #: _____

Unit Price: _____

Total Price: _____

Date Ordered: _____

Date Due: _____

Required signatures ***PRIOR*** **to purchase:**

Cardholder Approval: _____
Print name, title and sign **Date**

Funds approved by: _____
Print name, title and sign **Date**

AO approval: _____
Print name, title and sign **Date**

Required signatures ***AFTER*** **the purchase:**

Issued to: _____ AO Verification: _____
Print name, title and sign Date Print name, title and sign Date