# PURCHASE CARD REQUEST

| 1. Requestor's Name: | 2. Code: | 3. Phone: |
|---|---|---|
| 4. Building/Room Number: | 5. Suggested Source: | |

6. **Mandatory Requestor Signature Block**

**I have read and understand NAVSEAINST 12752.2. I understand that I may be held personally accountable for establishing requirements given to cardholders that circumvent purchase card policy. The requirements requested in this document conform to the policies on mandatory sources, market research, minimum government requirements, rotation of vendors, splitting requirements, and splitting purchases contained in NAVSEAINST 12752.2.**

Requestor's Printed Name: _____ Requestor's Signature: _____ Date: _____

| 7. Quantity | Description/Nomenclature/Part Number of Requested Item | Est. Unit Cost | Est. Ship Cost | Est. Total Cost | Card Holder: Actual Totals |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |

| 8. Required Delivery Date: | 9. Total Estimated Cost: | 10. Approving Official's Signature: | 11. Date: |
|---|---|---|---|
| 12. Order Date: | 13. Expected Delivery Date: | 14. Cardholder's Signature: | 15. Total Cost of Order: |

| 16. Purpose: | 17. BC Number: |
|---|---|

| 18. Special Approvals | Initial/Approval Number/Date |
|---|---|
| Film Processing (Directorate AO) | |
| Furniture (SEA 102) | |
| Office Equipment, Typewriters, Etc. (SEA 102) | |
| Construction, Alterations,Installations, and repair of facilities (SEA 00P) | |
| Locks (SEA 00P) | |
| ADP, Equipment, Software Copy Equipment, Telecopiers, Etc. (SEA 00I) | |
| Video Equipment & Consumables (SEA 102) | |
| Safety Equipment (SEA 04RS) | |
| Subscriptions - Directorate or PEO head must certify that: "This subscription is necessary for the efficient operation of the office." | |

THE FOLLOWING ITEMS CANNOT BE PURCHASED WITH THE PURCHASE CARD:

A - Rental, leases, purchase, repair/maint. of motor vehicles
B - Rental or lease of land, buildings, or trailers
C - Transportation (airline, bus, boat, or train tickets), meals drinks, lodging, or gasoline
D - Const. or hauling equip. (i.e., scaffolding, paint, tools, supplies, backhoes, etc.)
E - Services for secretarial, clerical, janitorial, yard, or facility maintenance
F - Cash advance
G - Personal items (briefcases, desk sets, etc.) or services to be used for other than official govt. business
H - Any item requiring customs charges (even NATO)
I - Items requiring QA inspections
J - Precious metals
K - Gas cylinder rental/deposits
L - Fedex (SEA 101 exempt - authorizes and incurs total HQ and PEOs FED EX costs), Metro Express, UPS, parking tickets, etc.
M - Individual membership dues
N - Entertainment services/supplies/fireworks
O - Advertisement or Christmas/seasonal decorations
P - Household appliances

See list of items requiring special approval NAVSUPINST 4200.99

19. Property and/or Pilferable Item Acknowledgement
I acknowledge receipt of the following property and/or pilferable items: _____ (attach list if needed). I understand that I am responsible for item accountability in accordance with SECNAVINST 7320.10(series).
Printed Name: _____ Signature: _____

 Attach receipts and forward copy of this form with monthly statement.