NNSY Request for Purchase of Food and Merchandise Items as a Non-Monetary Award

1. Award Purpose: (brief explanation of planned award purchase and amount, i.e., "Project Performance" "Undocking Milestone", "End of Availability" etc.)

2. Award Justification: (explanation as to performance that justifies award, specifically citing Cost, Schedule and Quality goal versus actual performance)

3. Award Recipient(s): (By name(s); if separate listing attached, so state. If Code 300 is purchasing and stocking merchandise for a project team please identify the inventory control person and have him/her sign here that he/she is responsible for tracking, issuing and controlling the merchandise)

4. Planned Location of Award Ceremony:

5. Requesting/Approving Personnel signatures/date: (signatures signify certification of compliance with Shipyard policies and NAVSEA 01P web site regarding food and merchandise type items as an award)

Requestor: _____ Date: _____

Department Head: _____

Shipyard Commander Approval: _____ Date: _____

Purchase Cardholder: _____ Date: _____

Purchase Cardholder forwards to Shipyard Purchase Card APC-Code 610A _____

Shipyard APC forwards copy to NAVSEA Purchase Card POC and maintains copy _____

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