

BA	Cost Ctr	PMS	Proj	Sub-Object

C/C Manager is responsible for all items in this area:

Item:

NSN/Stock No.

IAW Fed. Spec.

Item Description

Minimum Maximum Stock Level Store Indicator () yes () no
Unit of Issue (ea) (bdl) (ctn) () Sizes where required - see reverse

Cost Center Manager's computation of requirements								
Date	QTR	Qty On Hand	Qty On Order	Qtrly Require-ments	Qty to be Purchased (See Reverse)	Est Unit Price	Est Total Cost	C/C Mgr's Initial

Contracting Officer is Responsible				
Unit of Purchase:				
Purchase Order Number	Qty	Unit	Unit Price	Amt

Instructions for use of this form:
When any item has been identified as a recurring procurement item, one of these cards shall be prepared by the Cost Center Manager requiring the item. The Cost Center Manager and the Contracting Officer shall agree on all items in the top portion of this card so that proper procurement is accomplished. Each quarter the Cost Center Manager shall review this card in determining his recurring procurement requirements and, when appropriate, fill in the portion identified as "Cost Center Managers Computation of Requirements." This computation then becomes an integral part of the Quarterly Budget Process.

Recommended Sources:

Miscellaneous Information

Computation of Quantity to Be Purchased:
Is determined by adding quarterly requirements to minimum stock level and subtracting the quantity on hand and on order.

[illegible]

Total must agree with quantity to be purchased on face of this card.