

# MCCS FACILITIES PURCHASE ORDER WORKSHEET (PP-969)

Control #	PO/Contract #	Date Received
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Branch/Dept	Requestor/POC: Signature	Phone Ext:	Date:	Page 1 of <input type="text"/> including attachments
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<input type="checkbox"/> This procurement requisition is prepared to modify existing order/contract number	<input type="checkbox"/> This procurement requisition is prepared for supplies or services:	<input type="checkbox"/> This procurement requisition provides additional information for Purchase Order or Contract Number:
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Ship to Location	Required Delivery Date <input type="checkbox"/> On <input type="checkbox"/> By	Check Required Yes <input type="checkbox"/> No <input type="checkbox"/>
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POC:	Phone:	Ship Via:
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<b><u>For Fixed Assets, complete the following information:</u></b>	<b><u>Check if Applicable</u></b>	
Number of years of useful life: _____ years	<input type="checkbox"/> NAF Funds	<input type="checkbox"/> Prepayment required; attach explanation
Item is: New Purchase _____ or Enhancement to an Existing Asset	<input type="checkbox"/> UFM Funds	<input type="checkbox"/> Revenue Generating
Item is insurable property: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> CWOT Funds, Code	<input type="checkbox"/> Funded by other than MCCS, attach explanation

Line Item Number	Stock Number	Description of Item Services	Cost Center-Budget Line-SubAcct/Dept	Quantity	Unit of Measure	Unit Price	Extended Price

Subtotal	
Estimated Freight Charges	
Grand Total	

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Vendor:	Vendor Name:	Vendor Name:
POC:	POC:	POC:
Address:	Address:	Address:
E-mail:	E-mail:	E-mail:
Telephone:	Telephone:	Telephone:
Fax:	Fax:	Fax:

**Additional information/justification or comments; use additional sheets if necessary.**

Market Research,      pages                     
  Additional "Ship To" Location,      pages                     
  Single or Sole Source Justification,      pages  
 (Check all that apply)     
  Specifications or Statement of work,      pages                     
  Additional Sources,      pages                     
  Other,      pages

<input type="checkbox"/>	Requesting Branch/Section director Certifies Consent to Procure this item, funds are available, and the requirement is approved in the referenced account for the current FY budget	Signature: _____ Title: _____	Date: _____
<input type="checkbox"/>	Information Technology Branch approval for computer software, hardware, or related items.	Signature: _____ Title: _____	Date: _____
<input type="checkbox"/>	Training Branch approval for training requirements above \$500	Signature: _____ Title: _____	Date: _____
<input type="checkbox"/>	Finance Branch Approval for requests for \$500 or more and: a. Fixed Asset procurements b. UFM/GWOT funding	Signature: _____ Title: _____	Date: _____
<input type="checkbox"/>	MCCS Director/Deputy Director Approval for requests for \$500 or more	Signature: _____ Title: _____	Date: _____