



State of Connecticut
Department of Emergency Services and Public Protection
Commission on Fire Prevention and Control



Connecticut Fire Academy

Equipment Requisition

*A requisition is a request for an item, not authorization to proceed with a purchase.
The Program Manager or Director will inform you if a purchase order has been authorized*

Item Needed: *Provide a complete description; make (manufacturer) model #, stock #, vendor/store, catalog, page #, unit of measure (spool, gallon, case etc.). It is recommended to submit along with a quote from a State Approved Vendor. Items can only be purchased from a State Approved Vendor*

Vendor Name: _____
(Suggested)

Street Address: _____

City/Town: _____ **State:** _____ **Zip:** _____

Contact: _____ **Phone:** (_____) _____ - _____

Email: _____

1. Item Description: _____ ☐ New ☐ Replacement

Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____

2. Item Description: _____ ☐ New ☐ Replacement

Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____

3. Item Description: _____ ☐ New ☐ Replacement

Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____

4. Item Description: _____ ☐ New ☐ Replacement

Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____

5. Item Description: _____ ☐ New ☐ Replacement

Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____

☐ Request continued on page(s): ____ to ____

☐ Quote Attached Date of Quote: ____ / ____ / ____ Shipping Cost: \$ _____

Total Cost: \$ _____

Programs the Item(s) will Support: _____

Justification: _____

Requested by: _____ Signature: _____
Print Name

Date Needed by: ____ / ____ / ____ Date Submitted to Director of Training: ____ / ____ / ____

Page No.: _____



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Vendor Name: _____

6. Item Description: _____	☐ New ☐ Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	
7. Item Description: _____	☐ New ☐ Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	
8. Item Description: _____	☐ New ☐ Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	
9. Item Description: _____	☐ New ☐ Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	
10. Item Description: _____	☐ New ☐ Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	
11. Item Description: _____	☐ New ☐ Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	
12. Item Description: _____	☐ New ☐ Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	
13. Item Description: _____	☐ New ☐ Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	
14. Item Description: _____	☐ New ☐ Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	
15. Item Description: _____	☐ New ☐ Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	
16. Item Description: _____	☐ New ☐ Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	
17. Item Description: _____	☐ New ☐ Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	

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Vendor Name: _____

18. Item Description: _____	☐ New ☐ Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	
19. Item Description: _____	☐ New ☐ Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	
20. Item Description: _____	☐ New ☐ Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	
21. Item Description: _____	☐ New ☐ Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	
22. Item Description: _____	☐ New ☐ Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	
23. Item Description: _____	☐ New ☐ Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	
24. Item Description: _____	☐ New ☐ Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	
25. Item Description: _____	☐ New ☐ Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	
26. Item Description: _____	☐ New ☐ Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	
27. Item Description: _____	☐ New ☐ Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	
28. Item Description: _____	☐ New ☐ Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	
29. Item Description: _____	☐ New ☐ Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	

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