

STATE OF CONNECTICUT - MILITARY DEPARTMENT

REQUISITION FORM - PC-1

(REV OCT 2013)

REQ #: _____

A. REQUESTOR TO COMPLETE:

DATE: _____ FACILITY: _____ BLDG#/ROOM# _____

REQUESTER: _____ PHONE # _____ FAX # _____

SHIP TO:

DESCRIPTION OF SERVICES/MATERIALS : (IN DETAIL - ATTACH ADDITIONAL SHEETS IF REQ'D - \$10k > REQUIRES SOW/SPECS)

JUSTIFICATION/EXPLANATION: (BE SPECIFIC TO DECIDE PRIORITY CODES BELOW)

DATE REQ'D: _____ CORE ID# _____ CONTRACT# OR GL71 LTR _____

SUGGESTED VENDOR _____ VENDOR CONTACT _____

EST.TOTAL COST _____ FEDERAL FUNDS AMT _____

AMSCO/EEIC # _____ FED REF # _____

B. MANAGEMENT APPROVALS :

CFMO BRANCH MANAGERS ONLY							PROG MANAGER		STATE FISCAL	
INITIAL & DATE	FOS	P&P	DPM	CA	ENV	FMM	FED	STATE	FISCAL ADM MGR	TO PURCH DEPT
INITIALS										
DATE										

FMO /BASE CE USE ONLY S R M MINOR CONSTRUCTION OTHER

PRIORITY CODE SELECTED BY FOS: #1 #2 #3 420r REQ'D B100 REQ'D > \$50k DCS APPROVAL REQ'D > \$10k

EMERGENCY AUTHORIZATION OF FUNDS (NOTE: BOTH SIGNATURES REQUIRED)

CFMO/ BASE CE _____ DATE: _____ STATE FAM _____ DATE: _____

C. STATE FISCAL:

AMT ONLY=LS DIST BY AMT DIST BY QTY PURCH INITIAL PO #

FUND	DEPT	SID	PROGRAM	ACCOUNT	BUD REF	BUD PER	CF#1	CF#2	AMOUNT

REJECTED/DENIED BY: DATE: FACILITY NOTIFIED REASON FOR REJECTION/DENIAL BELOW (FUNDING, ADDITIONAL INFO REQ'D, USE P-CARD, ETC.)