

BANKCARD PURCHASE REQUEST	Page of	DEPT	UIC-YEAR-SERIAL NUMBER N39467-
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SECTION 1: REQUIRED

PROPERTY TAG: DO ITEMS REQUIRE PROPERTY TAG: <input type="checkbox"/> NO <input type="checkbox"/> YES IF YES, SECTION 2 IS REQUIRED	ACCOUNTING USE	CREDIT CARD CHARGE BREAKDOWN:		ESTIMATED COST \$ -
				CARD HOLDER USE ONLY
				BANKCARD NUMBER 9444
				FOB POINT Naval Medical Research Unit San Antonio, 3650 Chambers Pass Ft. Sam Houston, TX 78234
1. PI/Department Head (Typed Name) MR. HENRY BUCKLEY	2. EXTENSION	3. ESTIMATED DELIVERY DATE	FOB [] ORIG [] DEST	
JOB ORDER	CARDHOLDER NAME SANDRA LOCKETT		SIGNATURE OF BUYER/CARD HOLDER	
APC/CO REVIEW (if required)		FUND EXPIRATION DATE	DATE MATERIAL REQUIRED	METHOD
4. END USER (Typed Name) THELMA COFFEE	5. EXTENSION 10-539-6826	6. DEPT N39467	7. BLDG 3610	8. ROOM NO.
9. DEPARTMENT HEAD SIGNATURE * Mr. Henry V. Buckley	10. DATE	* REQUESTER'S CERTIFICATION: The Department Head's signature certifies that this procurement conforms to the sponsor's intended use of the funds cited herein.		
APPROVING OFFICIAL SIGNATURE (Typed name and signature) ENS Robert Stubbs, MSC, USN	DATE	FISCAL APPROVAL SIGNATURE Ms. Emily Aponte	DEPT	DATE
11. HAZMAT (D.Marchello 4-6534)	12. IT APPROVAL (R. Hatcher 4-6802)	COST CODE		

ITEM NUMBER	14. DESCRIPTION (Stock no., manufacturer, model/part no., etc)	UNIT OF ISSUE	UNIT PRICE	QTY	TOTAL COST	QTY RECEIVED	TOTAL CHARGED
VENDOR: (POC, address, phone number)	FEDEX						
	Naval Medical Research Unit San Antonio 3650 Chambers Pass, Bldg 3610 Fort Sam Houston, TX 782345						
1		ea					
2							
3							
4							
5							
6							
7							
8							
	SHIPPING CHARGES		\$ -	1	\$ -		
TOTAL:					\$ -		

Required source met: No standard stock material is suitable Required source met n/a
 Material is not available from Supply System Cannot meet date material required through Supply

SECTION 2: SIGNATURE IS REQUIRED FOR ALL EQUIPMENT PURCHASES. (Property tag items)

EQUIPMENT MANAGERS SIGNATURE	DATE ITEM TAGGED	TAG NUMBER
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SECTION 3: SIGNATURE IS REQUIRED FOR ALL RECEIVED ITEMS (Person receiving items from FedEx, UPS, etc....)

RECEIPT SIGNATURE (Print and Sign)	DATE RECEIVED	LIST ITEMS OR CHARGES BEING DISPUTED ON THIS ORDER
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Purchase Request Routing Sheet

Serial # _____

VENDOR INFO: FEDEX,	Signature	Date
Requester Completes Purchase Request Form (User):		
PI/Dept Head Approves Purchase to be made (Department Head):		
Safety Officer / HazMat (Mr. Smith)		
BMET (For Equipment purchases - Mr. Pagel):		
IT (For IT purchases - Mr. R. Hatcher):		
Is purchase > \$20K and < \$50K? If yes, then to the Agency Program Coordinator (Mr. LeBlanc)		
Is purchase >= \$50K? If yes, then to the Commanding Officer		
Cardholder (assigns serial number):		
Approving Official (Crane):		
Project Funding Management JON (LeBlanc)		
NAMRU-SA Fiscal Dept. (Commit funds - Ms. Aponte)		
Cardholder (Makes Purchase)		
NAMRU-SA Fiscal Dept. (Obligate funds - Ms. Aponte)		
Cardholder (holds until item is delivered):		
Receiving (Person that takes delivery from FedEX, UPS, etc..)		
Property Manager (If applicable - Ms. Martinez)		
Items received by Requester/Agent		

