



Government Purchase Card Request Document

THIS DOCUMENT MUST BE COMPLETED AND SIGNED PRIOR TO CARDHOLDER
 MAKING A PURCHASE
 (Not required for training purchased on a SF182)

1. REQUEST NUMBER	2. DATE REQUESTED	3. DATE REQUIRED	4. REQUESTOR
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5. REQUIRING ORGANIZATION	6. REQUIRING ORGANIZATION'S SHIPPING ADDRESS
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7. SUPERVISORY APPROVAL
 By my signature, I certify that this purchase fulfills a valid government requirement. (Print Name, Sign and Date or Electronically Sign.)

If you have emails, screen shots, or copies of catalog pages to attach, click the paperclip on the left.

8. ITEM(S) REQUESTED			
ITEM DESCRIPTION	QTY	UNIT PRICE	TOTAL

(CONTINUED ON PAGE 2)	9. TOTAL FROM PAGE 2
	10. SHIPPING, HANDLING, ETC.
	11. DISCOUNT OFFERED
	12. ESTIMATED TOTAL PRICE

13. VENDOR (Include name, address, POC, and phone number.)

14. JUSTIFICATION OF PURCHASE (CONTINUED ON PAGE 2) Briefly describe why this purchase is needed. (Do not include GSA, or DoD EMALL)

15. CARDHOLDER SIGNATURE By my signature I certify that the item(s) requested on this document will be purchased in accordance with the rules and regulations governing the GPC program (Print Name, Sign and Date or Electronically Sign.)	
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16. BILLING OFFICIAL SIGNATURE By my signature I certify that the items requested on this document to be purchased by the GPC Cardholder are legal and proper for purchase and that funds are available for this purchase. (Print Name, Sign and Date or Electronically Sign.)	
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17. RECEIVER By my signature I certify the item(s) requested on this document has been received by me. (Print Name, Sign and Date or Electronically Sign.)	
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