U.S. DEPARTMENT OF COMMERCE

PROCUREMENT REQUEST

Requisitioner fills in only unshaded blocks

1. INVOICE ADDRESS

A. REQUISITION NUMBER:

B. READY REQUISITION DATE:

2 RECEIVING OFFICE NO.	3 REFERENCE CONTRACT NUMBER	4 ORDER DATE	5 SOURCE	6 PURCHASE DELIVERY ORDER NUMBER	7 SUB.	C. SF-281

D. CHECK ONE

PURCHASE ORDER

DELIVERY ORDER

IMPREST FUND

CONTRACT

OTHER

8. TO:(Seller)

9. SHIP TO: (Use Bldg/Room No.-see Reverse for Format)

10. 1099 TAX

11. EMPLOYER IDENTIFICATION NUMBER (EIN)

E. REQUISITIONER CONTACT PERSON: TELEPHONE N0.

12 LINE ITEM	13 ACT. CODE	14 DESCRIPTION (Double Space Between Items)	15 BUDGET OBJECT	16 ACC. LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE (If Known)	20 ESTIMATED AMOUNT

21. F.O.B. POINT	22. DISCOUNT TERMS	23. PROMPT PAYMENT	**Sub-Total** (*This Page*)	24.
F. REQUEST DELIVERY BY: 25. DELIVERY DATE:	26. SHIP VIA	27. ESTIMATED FREIGHT	**TOTAL**	28.

I certify that funds are available and that the above items are necessary for use in the public service.

G. TITLE OF REQUEST AUTHORIZING OFFICIAL   TELEPHONE

SIGNATURE   DATE

TITLE OF REQUESTER   TELEPHONE

SIGNATURE   DATE

29 ACC. LINE	30 BUREAU CODE	31. ACCOUNTING CLASSIFICATION	32 DISTRIBUTION	33 AMOUNT

H. CLEARANCES AND REMARKS

NOT A PURCHASE ORDER

U.S. DEPARTMENT OF COMMERCE
PROCUREMENT REQUEST
(Continuation Sheet)

REQUISITION NUMBER:

DATE:

12 LINE ITEM	13 ACT CODE	14 DESCRIPTION	15 BUDGET OBJECT	16 ACC. LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE (If Known)	20 ESTIMATED AMOUNT
							Sub-Total *(This Page)*	

29 ACC. LINE	30 BUR. CODE	31 ACCOUNTING CLASSIFICATION	32 DISTRIBUTION	33 AMOUNT

FORM CD-435A (9-85)   (Distribution--Original and one copy to Procurement)

INSTRUCTIONS FOR REQUISITIONING ACTIVITIES

Do not make entries in shaded areas *(blocks B, C, D, 3, 4, 5, 6, 7, 10, 11, 13, 21, 22, 23, 25, 26, 27, 28, 33)*. These spaces are provided for procurement personnel.

Block 1. INVOICE ADDRESS. Enter the address where invoices may be sent for certification and approval for payment. Include the name of the person responsible for the approval. Procurement will use this address only in cases where certification and approval are required by the administrative Payments System or applicable contract payment procedures.

A. REQUISITION NUMBER. This number is assigned by the requesting office and is used to track the request until an award is made by procurement. Positions: 1 and 2 are the Alpha codes listed below; 3 through 8 are for the Bureau developed organization identification code; 9 is the one digit Fiscal Year designator; and 10 through 14 are the unique numeric serial numbers.

Block 2. RECEIVING OFFICE NUMBER. Enter the last four digits of the GSA FEDSTRIP Number of the office responsible for receiving the order. If unknown, leave blank.

Block 8. TO: (SELLER). Enter the name and address of the company you recommend for the purchase or contract. If you have no recommendation, leave blank. Attach a list if you are recommending more than one possible source. Include the name and telephone number of a company contact person, if one is known.

Block 9. SHIP TO. Enter the address of the warehouse or central distribution point used by your organization. Include an "attention:" line or a "mark for:" with the name, room number, building and phone number of the recipient, among the first four address lines. Lines 5 and 6 are reserved for Street, City, State and Zip Code. Example:

> U.S. Department of Commerce
> Kansas Avenue Warehouse
> MARK FOR: J. Smith, Room 1001
> Hoover Bldg., 377-2000
> 6031 Kansas Avenue N.W.
> Washington, D.C. 20011

If delivery is direct to the requisitioner, use their address.

Block 12. LINE ITEM. Each separately priced item must be assigned a number, beginning with 1 and continuing consecutively.

Block 14. DESCRIPTION. Line item description. Enter details of the order, e.g., special delivery instructions, subscription renewal number, GSA Catalog stock numbers, etc. Attach lengthy specifications.

Block 15. BUDGET OBJECT. Enter a maximum of the first four digits of the Budget Object Classification Code used by your organization. If your organization uses less than four digits, fill in the remaining position(s) with zeros.

Block 16. ACCOUNTING LINE NUMBER. Enter the appropriate accounting line number (see Block 29) next to each line item. You may enter an "X" if the line item(s) is to be charged to more than one accounting classification. (See Block 32 instructions).

Block 17. QUANTITY. Enter quantity required, consistent with the unit of issue (see Block 18 instructions).

Block 18. UNIT ISSUE. Enter the unit of measurement that the individual prices are based on. Indicate if you pay by the dozen (DZ), for each (EA), by the job (JOB), or by the package (PKG), and so on. Leave blank if unknown.

Block 19. UNIT PRICE. Enter price per unit of issue, if known. Up to four decimal places may be used, e.g.,. 0625.

Block 20. ESTIMATED AMOUNT. Enter extended value (quantity x unit price) or estimated price of each item.

Block 24. SUB-TOTAL. Enter the sum of the estimated amount for each line item. Do not include freight unless it is listed as a line item.

Block F. REQUEST DELIVERY BY: Enter your requested delivery date. Do not use ASAP.

Block 29. ACCOUNTING LINE NUMBER. This block aids in identifying the account(s) to be charged. The account line numbers (repeated in Block 16) relate the line item(s) to the account being charged. Starting with "1" and continuing consecutively, enter a number for each separate acounting classification.

Block 30. BUREAU CODE. Enter the bureau code number of the organization whose accounting classification code is typed on the same line in Block 31, Accounting Classification. The codes are listed on the bottom of the instruction page.

Block 31. ACCOUNTING CLASSIFICATION. Enter the accounting data for each account to be charged. Use format prescribed by your agency.

Block 32. DISTRIBUTION. If an "X" has been entered in Block 16, enter the percentage to be charged to each applicable accounting classification. The percentages must be in whole numbers and total 100. Only one set of distribution percentages is allowed.

DOC CODES

Alpha Codes (REQN #)	Bureau Code (Block 30)	Organization Name
AA	01	Office of the Secretary
BE	02	Minority Business Development Agency
BC	04	Bureau of the Census
NT	05	National Telecommunications and Information Administration
NB	06	National Bureau of Standards
TS	07	United States Travel and Tourism Administration
NS	08	National Technical Information Service
PT	10	Patent and Trademarks Office
TA	12	International Trade Administration

Alpha Codes (REQN #)	Bureau Code (Block 30)	Organization Name
NA	14	NOAA Office of the Administrator/ Staff Offices
NC	14	NOAA National Ocean Service
NE	14	National Environmental Satellite and Data Information Services
NF	14	National Marine Fisheries Service
NR	14	Oceanic and Atmospheric Research
NW	14	National Weather Service
EA	15	Economic Affairs
BA	15	Bureau of Economic Analysis
ED	20	Economic Development Administration