

STATE ACTIVE DUTY PURCHASE REQUISITION

EVENT: 1

DATE: 2

PRINT OR TYPE

ITEM #	QTY	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE	VENDOR INFORMATION
3	4	5	6	7 \$ 0.00	Vendor Name : 8
				\$ 0.00	Address : 9
				\$ 0.00	
				\$ 0.00	Phone # : 10
				\$ 0.00	SC Vendor # : 11
				\$ 0.00	REQUESTOR INFORMATION
				\$ 0.00	Requested By : 12
				\$ 0.00	Unit : 13
				\$ 0.00	Cell Phone # : 14
			Subtotal	7 \$ 0.00	Office Phone # : 15
			Freight / Shipping	\$ 0.00	Email : 16
			Sales Tax	\$ 0.00	If this is a modification, the numbers/dollar amounts should reflect the new "Total", not the quantity or unit price you wish to change.
			Grand Total	7 \$ 0.00	

Note: Meals require signatures on a DA Form 3032, one-line entries are not authorized.

JUSTIFICATION: **17**

The previous PO to be modified is: **18**

BN/TF APPROVAL	BRIGADE APPROVAL	J-4/G-4 APPROVAL	DODAAC
BN/TF S4 : _____	Bde S4 : _____	J4/G4 : _____	19
Cell Phone # : _____	Cell Phone # : _____	Cell Phone # : _____	JULIAN DATE
Office Phone # : _____	Office Phone # : _____	Office Phone # : _____	20
Email : _____	Email : _____	Email : _____	PR SERIES
			21

STATE ACTIVE DUTY PURCHASE REQUISITION (DP-5) INSTRUCTIONS

- 1 - EVENT - The event name (Will be provided in the OPORD from the JOC).
- 2 - DATE -The date you are submitting the request.
- 3 - ITEM # - Number each item you list on the request. For example: if you are ordering breakfast, lunch and dinner, the item # for breakfast would be "1", the item number for lunch would be "2" and the item number for dinner would be "3" and so on.

NOTE – If the vendor is charging a delivery fee, enter the fee as a separate line on the Purchase Requisition.

- 4 - QTY - The number of items you are requesting. For example: if you need 100 Breakfast Meals, enter "100" in this field.
- 5 - ITEM DESCRIPTION - Description of the items you are requesting.
- 6 - UNIT PRICE – Enter the price for each individual item. For example, if each Breakfast meal will be \$5.00 per meal, enter \$5.00 in this field.
- 7 - TOTAL PRICE / Subtotal / Grand Total - The form will automatically calculate the "Quantity" X "Unit Price" to determine the "Total Price", "Subtotal" and "Grand Total"

NOTE – Do not enter "Freight/Shipping" or "Sales Tax" costs.

- 8 - Vendor Name – Enter the full name of the vendor.
- 9 - Address - Enter the vendor's address.
- 10 - Phone # - Enter the vendor's phone number.
- 11 - SC Vendor Number – Enter vendor's SC Vendor Registration number. Note: This will be a 10-digit number and begin with a "7"
- 12 - Requested By – Enter the name of the person making the request. NOTE - If possible, this person should be on SAD orders for the event.
- 13 - Unit – Enter the specific unit(s) that will be using the goods or services provided by the vendor.
- 14 - Cell Phone # - Enter the cell phone number of the person requesting the goods or services.
- 15 - Office Phone # - Enter the Office phone number of the person requesting the goods or services.
- 16 - Email – Enter the email address of the person requesting the goods or services.

- 17 - JUSTIFICATION - Provide as much detail as possible to explain why this good or service is necessary to complete the mission or specific task. Include the mission assignment(s) of the unit(s), where it will be used or consumed, who exactly will be using/consuming the good or service, etc.
- 18 - The previous PO Number to be Modified - If you are requesting to modify (add/delete/change) an existing PO, you must enter the original PO number in this field.
- 19 - DODAAC - Enter your DODAAC number
- 20 - JULIAN DATE – Enter the Julian date for the day you are making the request
- 21 - PR SERIES – Enter the PR Series number for the day. For example, your first PR request of the day will be “001”, the second will be “002” and so on. The series number will restart each day.