PURCHASE REQUEST

Los Alamos National Laboratory

Date of PR	Date Required

PURCHASE REQUEST NUMBER

Fire-Related Procurement

Previous PO Number, if applicable

Supplemental Information Does this PR require/involve	Yes	No	If yes, complete form
Government-Furnished Property	☐	☐	838b (ST 2682)
Environmental Restoration	☐	☐	838b (ST 2682)
Work On-Site	☐	☐	838b (ST 2682)
Security Access	☐	☐	838b (ST 2682)
Quality Assurance	☐	☐	838c (ST 2683)
Chemical(s)	☐	☐	838d (ST 5458)

Remarks

☐ It is important that the buyer call me about this purchase request.

In-House Approval

Signature

Group Date

Internal Review

Screened for Excess

Date Received in BDS

Handling

☐ Hazardous

☐ Perishable

☐ Requester pickup

☐ Call requester immediately

Known Sources (Provide additional sources on a separate sheet.)

Company

Address

Phone

Contact

FAX

Authorized by (Signature) | Level of Authority | Typed Name | Z Number | Date

Item	Item Description	Qty.	Unit	Financial Account	Cost Center	Program Code	Cost Account	Work Package	Related Order No.	Stores Acct-Location	V ID

(Do not write in shaded areas.)

Total Items

	Z-Number	Phone	FAX	Group	Mail Stop	Area	Bldg.	DOP
Deliver to:								
Requester:						Requester's Group Office Phone:		
Contact:								

Financial Analyst Review

Signature

Date

Budgetary Estimate

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Form 838, ST 4160, Rev. 4/95 (Continue on Form 838a, ST 2678)

Requestor → Procurement