

**REQUEST FOR SPECIFICATION AND/OR  
PURCHASE DESCRIPTION ACTION**

<b>REQUEST FOR SPECIFICATION AND/OR PURCHASE DESCRIPTION ACTION</b>		1. REQUEST NUMBER	
		2. DATE OF REQUEST	
3. REQUESTING ACTIVITY		4. NAME OF PERSON TO CONTACT (For further information)	
		5. TELEPHONE NO. (Code and ext.)	
6a. NATIONAL STOCK NO. (if available)	6b. ITEM NAME	7. BUYING PROGRAM STORES <input type="checkbox"/> STOCK <input type="checkbox"/> FSS <input type="checkbox"/> NSP <input type="checkbox"/> OTHER (Specify)	8. METHOD OF PURCHASE
9. ACTION REQUIRED a. SPECIFICATION AND/OR PURCHASE DESCRIPTION: <input type="checkbox"/> (1) FURNISH <input type="checkbox"/> (2) REVISE b. <input type="checkbox"/> PROGRAM ITEM DISCOUNTED c. <input type="checkbox"/> OTHER (Specify)			10. INVITATION DRAFTING DATE
			11. NUMBER OF LAST IFB (FS Schedule only)
			12. ESTIMATED ANNUAL DOLLAR VOLUME

13. RECOMMENDATION AND BACKGROUND INFORMATION

ESSENTIAL       SUGGESTED

14. SIGNATURE (Requestion Officer)	15. TITLE	16. DATE

**ACTION BY TECHNICAL SUPPORT OFFICE**

17. TYPE OF ACTION TAKEN

NUMBER ASSIGNED, COPY ATTACHED

PURCHASE DESCRIPTION \_\_\_\_\_

SPECIFICATION \_\_\_\_\_

CONCUR IN RECOMMENDED CHANGE, REVISED PURCHASE DESCRIPTION AND/OR SPECIFICATION

DO NOT CONCUR IN RECOMMENDED CHANGE (Explain)

18. SIGNATURE (Technical Support Officer)	19. TITLE	20. PRIORITY	21. DATE