

REQUEST FOR COMMERCIAL EQUIPMENT AUTHORIZATION APPROVAL

AR 71-32, USAFACFS Reg 725-1

FROM: Requestor	THRU: Unit Budget Officer (Signed in Block 6) <input type="checkbox"/> Consolidated Property Book Officer, USAFACFS <input type="checkbox"/> Supply support Activity, DOL	DATE:
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TO: Approving Official

Point of Contacts are:
 DRM-KinastM DPW-CareyR DOIM-BanksK TSC-LantgenK

(See para 1-17d, USAFACFS Reg 725-1 for specific guidance)

1. Nomenclature of Requested Item:

Initial Request: <input type="checkbox"/> Yes <input type="checkbox"/> No	Replacement Request: <input type="checkbox"/> Yes <input type="checkbox"/> No	Property Book Retention Only: <input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:
Unit Price:	Unit of Issue:	Manufacturer Model/ Item Number:	Brochure: <input type="checkbox"/> Yes <input type="checkbox"/> No

Note: The CPBO will determine expendability and accountability for commercial equipment purchases IAW AR 710-2 and AR 735-5. For accountability purposes, item prices are not to be used as basis for classifying the type of government property as expendable, durable, or non-expendable. If an existing authorization documents do not site purchase or retention authority for the requested item, CPBO will forward this request to the appropriate approving official for signature. After budget certification, the requesting unit will deliver FS Form 1231 to CPBO, Bldg 2192.

2. Purchase Source: (Provide a **written quote** (faxed or e-mailed) from purchase source to include company name, address, telephone number, POC, duration of warranty, shipping cost, and extended warranty cost if available.)

Company:
Address:

3. Justification Block: (Identify which standard chapter 2, 4, 6, or 8, SB 700-20 item(s) were considered and reasons that preclude use of these standard items. Answer what, why, who, where, and when questions. If a lease option is available from suggested source, provide a statement explaining why a purchase is more advantageous to the government versus a lease or a statement that states a lease option(s) is not available.)

4. POC Name & Telephone:	5. CPBO HR NO:
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6. Funds Verification: <input type="checkbox"/> Funds are currently available <input type="checkbox"/> Funds will be available at year-end <input type="checkbox"/> No funds required-Retention Only	7. Battalion Commander/Director or Equivalent Level Commander Signature:
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Continuation of JUSTIFICATION Block

ATZR-

FROM: Approving Official

CF: Requestor
Budget Officer

DATE:

TO: Consolidated Property Book Officer, USAFACFS

The commercial equipment requested on page 1 of this form
is approved for purchase or retention under:

Log Number:

DRM DPW DOIM TSC

The purchase price for single item or combination of major part and associated support
items that make up the requested end-item (includes delivery and one-time setup costs)
MAY NOT EXCEED \$ 249,999.99.

(SIGNATURE BLOCK)
Director, DRM/DPW/DOIM/TSC

ATZR-PBO		
FROM: CPBO, USAFACFS	CF: Budget Officer	DATE:
TO: Approving Official:		
1. The request to purchase commercial equipment has been completed and equipment accounted IAW established guidelines.		
Approving Official:		Log:
2. Accounting information is provided below:		
Accountability established for primary hand receipt: UIC: HR No:	Accountability established by document number:	
Accounted under: LIN: MCN: Quantity:	Serial number(s) or control number(s) accounted:	
Billing/Delivery invoice unit cost (includes shipping):		
(SIGNATURE BLOCK) Consolidated Property Book Officer		