

<b>NATIONAL CENTER FOR ENVIRONMENTAL INFORMATION</b>  <b>MEMO REQUEST FOR SUPPLIES, EQUIPMENT AND/OR SERVICE</b>		<b>REQUEST NUMBER:</b>			
		<b>REQUISITIONER NAME:</b>			
		<b>DATE OF REQUEST:</b>			
		<b>DESIRED RETURN DATE:</b>			
<b>REQUESTING OFFICE:</b>		<b>DELIVER TO:</b>			
<b>V E N D O R</b>	<b>NAME:</b>				
	<b>STREET:</b>				
	<b>CITY, STATE, ZIP:</b>				
	<b>PHONE NUMBER:</b>				
	<b>EMAIL ADDRESS:</b>				
<b>WEB SITE URL:</b>					
<b>ACCOUNTING CODES:</b>			<b>DELIVERY DATE:</b>		
<b>ITEM No.</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT</b>	<b>UNIT PRICE</b>	<b>AMOUNT</b>
				<b>ESTIMATED TOTAL COST:</b>	
<b>JUSTIFICATION:</b>					
<i>As PM, I CERTIFY THIS IS A BONA FIDE NEED FOR MY PROJECT/PROGRAM, MEETING THE APPROPRIATIONS REQUIREMENTS OF PURPOSE, TIME AND AMOUNT.</i>					
<b>PM NAME:</b>			<b>SIGNATURE:</b>		
<i>THE AUTHORIZING OFFICER CERTIFIES THAT FUNDS ARE AVAILABLE TO COVER THE ESTIMATED TOTAL COST</i>					
<b>AUTHORIZING OFFICER NAME:</b>			<b>SIGNATURE:</b>		