

REQUISITION FOR SUPPLIES, EQUIPMENT OR LABOR SERVICES

FOLLOW INSTRUCTIONS on reverse of form set. Retain "Originator's Holding Copy" for record until third copy is returned. Submit 3 copies.

TO: PROPERTY AND SUPPLY BRANCH  
DIVISION OF FACILITIES AND OPERATIONS SUPPORT

REQUISITIONING ORGANIZATION

1. DATE OF REQUISITION 9/10/80	2. FUNCTIONAL CODE 48-20-26-5-02
3. PERSON TO CONTACT Mary Hamilton/Bob Devine	4. TELEPHONE NO. 28545
5. DELIVER TO: OFFICE/DIVISION/BRANCH Inf. Doc. Cont./Library Branch	
6. LOCATION (HQ-Bldg. and Room; RO-Mailing Address) 160	

7. APPROVAL  
(Items identified under Groups 2 through 9 on the reverse of this form set must be approved by the Property Custodian and the Division Director or Designee.)

a. PROPERTY CUSTODIAN (Signature) Robert E. Devine
b. DIVISION DIRECTOR OR DESIGNEE (Signature) Robert E. Devine, Chief Library Branch

FOR PROPERTY AND SUPPLY BRANCH ONLY	
8. REQUISITION NUMBER 100078 DC	
9. REQUISITIONING OFFICER (Signature) George M. Fetrow, Chief Supply Branch	
10. TITLE GEORGE M. FETROW, DEPUTY DIRECTOR DIV OF FACILITIES & OPERATIONS SUPPORT	
11. ACTION	DATE
a. FILLED	
b. DELIVERED	
c. POSTED	
12. PURCHASE ACTION	

13. Please furnish the following items which are necessary for official use:

(Type or Print and Double Space Between Items)

ITEM OR STOCK NUMBER	DESCRIPTION (INCLUDE JUSTIFICATION for items identified under Groups 2-9)	QUANTITY	UNIT	DO NOT WRITE IN THIS COLUMN
	<p>Request Blanket Purchase Order to be executed with the following company in order to accomplish our book acquisitions in the most expeditious and cost effective manner.</p> <p>Address: Book Mart International Inc. 1000 Vermont Ave. N.W. Suite 604 Washington, D.C. 20005</p> <p>Phone: 347-5401 Dan Hall</p> <p>Amount: \$10,000</p> <p>Period of performance: Oct. 1, 1980 - Sept. 30, 1981</p> <p>JUSTIFICATION Scientific, technical, Society, non-trade, graduate texts, foreign, management, law, and medical books are generally not available on GSA schedules. Buying thru a jobber insures us 1) a substantial discount; 2) access to foreign books and reports whose availability is not always readily ascertained.</p> <p>Contractual requirements are attached.</p> <p>This is a new book dealer, no previous p.o.</p>			

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The material and/or services itemized above have been received in the quality and quantity specified, except as otherwise noted.

14. SIGNATURE

15. DATE RECEIVED