

# Department of the Army

## California Army National Guard

### GPC Purchase Request Form

|            |   |     |           |           |
|------------|---|-----|-----------|-----------|
| Vendor/NSN | Description (include page number if taken out of catalog) | QTY | Unit Cost | Sub-Total |
|------------|---|-----|-----------|-----------|

Requestor's Name

TOTAL COST

Justification/Purpose

#### Authorization Document(s)

#### Mandatory Sources Checked

|                 |               |             |        |     |       |
|-----------------|---------------|-------------|--------|-----|-------|
| Excess Property | GSA GL        | Ability One | UNICOR | GPO | CHESS |
| DOD E-Mail      | GSA Advantage |             |        |     |       |

#### Regulation Approval Process

|  |     |    |                              |     |    |
|--|-----|----|------------------------------|-----|----|
| Does the purchase require Hazmat, J6, or any additional authorization? | Yes | No | Reflected in GFEBs Workflow? | Yes | No |
|--|-----|----|------------------------------|-----|----|

|                                      |     |    |                                   |     |    |
|--------------------------------------|-----|----|-----------------------------------|-----|----|
| Is the purchase an accountable item? | Yes | No | Is the PBO included in this form? | Yes | No |
|--------------------------------------|-----|----|-----------------------------------|-----|----|

Cardholder Name

Cardholder Signature

Billing Official Name

Billing Official Signature

PBO Name

PBO Signature

Additional Authorized  
Party NameAdditional Authorized  
Party Signature

#### GFEBs PR/PO Reference

GFEBs PR

GFEBs PO

PA #

Date Received

Recipient's Name