

<b>NAF GPC ORDER REQUEST AND RECEIPT MEMORANDUM</b>				DATE:
For use of this form, see the Nonappropriated Fund (NAF) Government Purchase Card (GPC) Standard Operating Procedures (SOP) Supplemental; the proponent agency is IMWR-NC-K.				
<i>NAF GPC CREDIT CARD REQUEST &amp; RECEIPT INFORMATION</i>		SUPPLIES: SERVICE:	FACILITY/PROGRAM	REQUESTER'S PHONE NO.:
<b>1. REQUEST THE FOLLOWING ITEM(S) BE PURCHASED WITH THE NAF GOVERNMENT PURCHASE CARD.</b>				
ITEM	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
<b>Facility/Program Accounting Data</b>			<b>TOTAL:</b>	
<b>2. RECOMMENDED SOURCE OF SUPPLY/SERVICE</b>				
COMPANY NAME, ADDRESS & TELEPHONE NO.			VENDOR, POINT OF CONTACT	
<b>3. ADMINISTRATIVE DATA</b>				
A. REQUESTOR, PRINT NAME, SIGNATURE & DATE		B. CARD HOLDER, PRINT NAME, SIGNATURE & DATE (Required)		
C. BILLING/APPROVING OFFICIAL, SIGNATURE & DATE		D. ISO APPROVAL (for IT Equipment/Software)		
E. REGULATED PURCHASE APPROVAL (A/OPC) AND SIGNATURE (Required by F&MWRCOM SOP)				DATE:
F. NOTIFICATION OF SERVICES DIVISION, SIGNATURE & DATE (Required when Purchasing Property and /or Equipment Only)				DATE:
<b>4. ISSUING INFORMATION</b>				
<b>SIGNATURE BELOW CERTIFIES THAT THE REQUESTED ITEMS HAVE BEEN RECEIVED FROM THE CARDHOLDER:</b>				
PRINTED NAME:	POSITION:	SIGNATURE:	DATE:	