

PURCHASE REQUEST / PRICING MEMO - PART A

NEXCOM FORM 48 Rev (4/19)

								NEXCOM P-CARD CONTRACT ORDER FORM - PART B (IN ADDITION TO PART A, THIS SECTION IS TO BE COMPLETED IF PLACING A P-CARD ORDER OFF OF CONTRACT)							
(1) Purchase Request Number		(2) Date		(3) Deliver To:				(25) Hierarchy ID:		(26) Date Submitted:					
(4) Requester (Please Print)		(5) Phone Number & Ext.										(27) Contract/Contractor Information			
(6) Account / Dept. Charge / Activity #		(7) Required Delivery Date										Contract Title:			
												Contract Number:			
(8) Type of Purchase		NEX/NEXCOM						Navy Lodge				Contractor Name:			
(9) Item No	(10) Description (Include UPC, model #, style #, dimension, etc.)				(11) Qty	(12) Unit (ea, dz, etc.)	(13) Estimated Unit Price	(14) Extended Cost	Contractor Award Date:						
									Contractor POC:						
									Contractor Phone:						
									Contractor Email:						
									Estimated Ship Date:	Deliver No Later Than Date:					
Travel									This Order is issued in accordance with and subject to the terms and conditions of the above numbered Contract.						
Installation									(28) Cardholder Information - Information below is needed for the Associate whose P-Card will be utilized.						
Freight									Name: _____						
					(15) Total			Code/Department/Location: _____							
(16) Government Supply Sources reviewed?		(17) Recommended Source:						Address 1: _____							
YES	NO							Address 2: _____							
(18) Payment Method?								POC:	City: _____ State: _____						
P-CARD	CAC							Address:	Zip: _____ Country: _____ Phone Number: _____						
(19) Is this a renewal of existing Purchase Order?								City, State, Zip:							
YES	NO							Email:							
(20) Justification for request / comments:		(21) Freight F.O.B. Origin F.O.B. Origin Freight allowed F.O.B. Destination						Does this action require a P-Card limit increase? Yes No							
								(30) Signatures							
								CH Signature: _____ Date: _____							
								Verified By: (Contract Specialist Name)							
(22) Signature of Requestor		(24) Signature of Approver						Signature: _____ Date: _____							
By signing and dating above the CH is certifying that they have provided the Contract# in Block #27 to the Contractor and have/will input the same Contract Number into the Banking system when reconciling the transaction.															