UNITED STATES DEPARTMENT OF THE INTERIOR
OFFICE OF FACILITIES AND ADMINISTRATIVE SERVICES

CREATIVE COMMUNICATION SERVICES

1849 C Street NW, MS 1642-MIB, Washington, DC 20240
Phone: 202-208-6246 • Fax:202-219-2360

Date

Requisition No.

TAS (*Treasury Account Symbol*) No.

REQUISITION

INSTRUCTIONS: Prepare in single space typing. Use double space between items. Fill out top of requisition completely, showing complete shipping instructions and appropriation if different from that to which requisition is chargeable.

Attention:	Bureau/Office:	
Job Name:	FTS Phone No. (*include area code*)	FTS Fax No. (*include area code*)
Charge Shipping to:	FED-X No.	
Deliver to:	Credit Card Name:	
	Credit Card Number:	
	Expiration Date:	Security Code:

ITEM OR FORM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
CERTIFICATES					$0.00
☐ Meritorious					$0.00
☐ Superior					$0.00
☐ Exemplary					$0.00
☐ Distinguished					
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
Push to RESET Save Client Info	*NOTE:*			**TOTAL**	$0.00

TO BE COMPLETED BY FISCAL AUTHORITY ONLY

FUND CERTIFICATION: Funds in the amounts shown are available to the cost authorities shown above.

Signature	Title	Date
Requisitioned by (Signature)	Title	Date
Approved by (Signature)	Title	Date
Bureau Officer (Signature)	Title	Date

This form was electronically produced by CCS Graphics