FWS FORM 3-2109
MAY 2011

UNITED STATES
FISH AND WILDLIFE SERVICE

ACQUISITION REQUEST

TO:	REQUESTING OFFICE: TELEPHONE:	REQUISITION/ADVANCED PROCUREMENT PLAN NO.

SUGGESTED VENDORS (NAME, ADDRESSES):	DELIVER TO:

ITEM NO.	DETAILED DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
	(PROVIDE ADDITIONAL SHEETS IF NEEDED)	TOTAL ESTIMATED COST			

1. REQUISITIONED BY (SIGNATURE)

NAME/TITLE DATE

2. FUND CERTIFICATION
THE UNDERSIGNED HEREBY CERTIFIES THAT FUNDS IN THE AMOUNT OF $_____ ARE HEREBY AVAILABLE AND RESERVED FOR THIS TRANSACTION AND AUTHORIZED FOR THE PURPOSE INTENDED.

SIGNATURE

NAME/TITLE DATE

3. APPROVED BY (SIGNATURE)

NAME/TITLE DATE

4. UPC CODE

5. FUNDING SOURCE

SIGNATURE BLOCKS 1, 2, AND 3 MUST BE COMPLETED AT THE ORIGINATING OFFICE, BLOCK 2 MUST BE SIGNED BY THE INDIVIDUAL HAVING FISCAL RESPONSIBILITY FOR THE PARTICULAR ACTIVITY. BLOCK 3 MUST BE SIGNED BY THE REQUESTING OFFICE'S PROJECT LEADER/SUPERVISOR.