

REQUEST FOR SUPPLIES/SERVICES/BOOKS/SUBSCRIPTIONS, ETC

For those of you without a government purchase card (GPC) holder please inform all of your personnel that all requests for supplies, services, etc should be processed through their supply coordinator/admin support.

The supply coordinator will send all requests (supplies, services, books, subscriptions, etc.) to the Staff Principal for approval.

The approved list will be submitted to G1/4 via email to the SDDC-SAFB-HQPALSCOTT org box with the following information:

*The primary sources of supply are GSA Advantage and the DOD Email. The websites are provided for the supply coordinators use. You have the opportunity to select the required items and forward the shopping cart to your GPC holder to procure or to the G1/4 GPC holder if you do not have one at this time. (for further information contact Ms Lois Huddlestun, 220-5416).

<https://www.gsaadvantage.gov/>

<https://dod-email.dla.mil/acct/>

If you cannot find the required items on the above websites please provide the following information to the SDDC-SAFB-HQPALSCOTT org box:

- *Description of supply, service, etc.
- *Quantity and unit of issue
- *Price
- *Suggested source/vendor
- *Justification

Once G1/4 receives the approved request we will procure the supplies . .

IMPORTANT NOTE:

Automation Equipment such as(computers, audio-visual, printers, fax machines, scanners, copiers, telephones, etc) are to be sent to G6 for approval and purchase .

Request for shredders go through G2, who will determine the type, size, and quantity required for your location. Upon approval, G2 will forward the request with the required specifications to G1/4 for purchase.

If you have any questions, comments, or concerns, please contact Bernard L. Walls at (618) 220-5498.