



**DEPARTMENT OF THE NAVY**

NAVY RECRUITING DISTRICT, PORTLAND

7028 N.E. 79TH COURT

PORTLAND, OREGON 97218-2813

NAVCRUITDISTPORTLANDINST 4200.1L CH-1

LSO

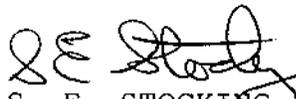
28 Sep 11

**NAVCRUITDIST PORTLAND INSTRUCTION 4200.1L CHANGE 1**

Subj: REQUEST FOR OBTAINING SUPPLIES AND SERVICES

Encl: (1) Revised "Internal Request Document"

1. Purpose. To transmit change 1 to the basic instruction.
2. Change. Make the following pen and ink changes to the basic instruction:
  - a. Change enclosure (1) to read: Internal Request Document (IRD) (NAVCRUIT Form 7130/3 (Rev 10-2010))
  - b. Remove enclosure (1) from the basic instruction and replace with enclosure (1) of this change transmittal.

  
S. E. STOCKING

Distribution:

NAVCRUITDISTPORTLANDINST 5216.1T

Lists A, B, C, and D

**INTERNAL REQUEST DOCUMENT**

DOC # \_\_\_\_\_

JON: \_\_\_\_\_  
\_\_\_\_\_ CC00 \_\_\_\_\_

1. ITEM (NSN, FORM#, NAME, COLOR, ETC.)	QTY	UNIT	UNIT PRICE	TOTAL PRICE

**TOTAL:** \_\_\_\_\_

**2. JUSTIFICATION:**

\_\_\_\_\_

**3. REQUEST INITIATED BY:**

_____	_____	_____	_____
NAME (print)	DEPT / CODE / PHONE	DATE	DATE REQUIRED

**4. SUGGESTED SOURCE OF SUPPLY:**

Vendor: _____	Vendor: _____
Address: _____	Address: _____
_____	_____
Phone: _____	Phone: _____
_____	_____
Contact: _____	Contact: _____

**5. AUTHORIZING OFFICIAL:**

_____	_____
SIGNATURE / TITLE / CODE	DATE

**SUPPLY USE ONLY**

**6. How Buy is to be made:**

- a. SUPPLY SYSTEMS:  Yes  No
- b. DRMO:  Yes  No
- c. FPI:  Yes  No
- d. NIB/NISH:  Yes  No
- e. FSS:  Yes  No

- (1) Optional: \_\_\_\_\_
- (2) Single Source: \_\_\_\_\_
- (3) Multiple Source: \_\_\_\_\_
- (4) Lowest Price: \_\_\_\_\_

f. OPEN MARKET:  Yes  No

- (1) Credit Card:  Yes  No
- (2) Check #: \_\_\_\_\_
- (3) BPA: \_\_\_\_\_
- (4) 1F: \_\_\_\_\_
- (5) SB: \_\_\_\_\_
- (6) LB: \_\_\_\_\_
- (7) ED/NP: \_\_\_\_\_
- (8) M/O: \_\_\_\_\_
- (9) W/O: \_\_\_\_\_
- (10) Discount: \_\_\_\_\_
- (11) DLVY Date: \_\_\_\_\_
- (12) DLVY:  FOB DEST  Other
- (13) EST Shipping date: \_\_\_\_\_

g. DOD EMAIL  Yes  No

**7. Funds Verified in FastSite:**  YES  NO

Amount Verified: \$ \_\_\_\_\_  
 JON/Expense Element Verified in COA: \_\_\_\_\_

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

**8. Vendor**

Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 POC \_\_\_\_\_

**9. D.O.#**

**10.**

**BPA #** \_\_\_\_\_  
 a. BPA Call #: \_\_\_\_\_  
 b. Caller Sign: \_\_\_\_\_  
 c. Date Call Placed: \_\_\_\_\_

**11.**

**Buyer's Signature:** \_\_\_\_\_  
 Date order placed: \_\_\_\_\_

**12. Approving Official:**

Approved  Disapproved -See Remarks

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**13. Accounting Data:**

AA 17 \_\_ 1804.22N \_\_ / \_\_\_\_ / 66715 / 0 / 068688 / 2D \_\_\_\_\_ / \_\_\_\_\_ \$ \_\_\_\_\_

AB 17 \_\_ 1804.22N \_\_ / \_\_\_\_ / 66715 / 0 / 068688 / 2D \_\_\_\_\_ / \_\_\_\_\_ \$ \_\_\_\_\_

Document # \_\_\_\_\_

Signature of person posting in FastSite: \_\_\_\_\_ Date: \_\_\_\_\_

**14. Remarks:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



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NAVCRUITDISTPORTLANDINST 4200.1L  
N1  
1 July 2009

NAVCRUITDIST PORTLAND INSTRUCTION 4200.1L

Subj: REQUEST FOR OBTAINING SUPPLIES AND SERVICES

Encl: (1) Internal Request Document (IRD) (NAVCRUIT Form  
7130/3 (5-06))

1. Purpose. To promulgate procedures for obtaining supplies and services.
2. Cancellation. NAVCRUITDISTPORTLANDINST 4200.1K.
3. Background. All items required by support and recruiter personnel, whether available in the supply system or on the open market, must be requested through the Logistics Support Office (LSO). Navy Recruiting District Portland has the authority for direct procurement of small purchases on the open market for a maximum amount per order of \$3,000.00 or \$100,000.00 for GSA items. The LSO has sole responsibility and authority to procure supplies and services through the supply system or on the open market. As such, only the LSO may take action to initiate such purchases on the open market.
4. Action. All requests for supplies and services will be submitted to the LSO via the appropriate chain of command using enclosure (1). The request must be completed and approval granted by the Contracting Officer prior to any order being placed or purchase action being initiated by the LSO. ONLY THE CONTRACTING OFFICER (EXECUTIVE OFFICER OR ANY ONE DESIGNATED IN WRITING BY THE COMMANDING OFFICER) OR THE ORDERING OFFICER (LSO OR PURCHASING AGENT) HAVE THE AUTHORITY TO ENTER THE GOVERNMENT INTO A BINDING AGREEMENT. Once approval has been obtained, the LSO will assign a requisition or purchase request number to indicate that funds have been allocated and purchase action may be initiated.
5. Unauthorized Commitment. An unauthorized commitment is an order or purchase by an individual of materials, equipment, supplies or services without prior approval by proper authority.

NAVCUITDISTPORTLANDINST 4200.1L  
1 July 2009

**NOTE: ANY CONTRACTUAL ACTION MADE ON BEHALF OF THE U.S. GOVERNMENT BY OTHER THAN AN AUTHORIZED CONTRACTING OFFICER WILL BE REFERRED TO THE NEAREST NAVY LEGAL SERVICE FOR RESOLUTION.**

7. Forms. NAVCRUIT 7130/3 (5-06), Internal Document Request, can be obtained from the Forms Manager or the Logistics Support Office.



D. B. WENGER

Distribution:  
NAVCUITDISTPORTLANDINST 5216.1S  
Lists A, B, C, D and E

**INTERNAL REQUEST DOCUMENT**

JON:

DOC #

1. ITEM (NSN, FORM#, NAME, COLOR, ETC.)	QTY	UNIT	UNIT PRICE	TOTAL PRICE

**TOTAL:**

2. **JUSTIFICATION:** Required to support the Navy's recruiting mission

3. **REQUEST INITIATED BY:**

LSO x 2037

NAME (print)

DEPT / CODE / PHONE

DATE

DATE REQUIRED

4. **SUGGESTED SOURCE OF SUPPLY:**

Vendor: \_\_\_\_\_

Vendor: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact: \_\_\_\_\_

Contact: \_\_\_\_\_

5. **AUTHORIZING OFFICIAL:**

\_\_\_\_\_  
SIGNATURE / TITLE / CODE

DATE

**INTERNAL REQUEST DOCUMENT**

JON:

DOC #

1. ITEM (NSN, FORM#, NAME, COLOR, ETC.)	QTY	UNIT	UNIT PRICE	TOTAL PRICE

**TOTAL:**

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LSO x 2037

NAME (print)

DEPT / CODE / PHONE

DATE

DATE REQUIRED

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Vendor: \_\_\_\_\_

Vendor: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact: \_\_\_\_\_

Contact: \_\_\_\_\_

5. **AUTHORIZING OFFICIAL:**

SIGNATURE / TITLE / CODE

DATE