

DATE SUBMITTED: _____

**OKLAHOMA CONSERVATION COMMISSION
REQUEST FOR ACQUISITION**

Division:			
Person Requesting:			
Description:			
Price Estimate:		Quantity:	Item #:
Date Needed:			Task #:
Reason For Acquisition:			
Funding for Request:	Funding Class:	Depart.:	CFDA:
Ship to Address:			
_____ Authorized Signature		_____ Date	

<input type="checkbox"/>	I certify that adequate funds are available.
<input type="checkbox"/>	I certify that adequate funds are not available
<input type="checkbox"/>	The contents of this form are complete.
<input type="checkbox"/>	The contents of this form are incomplete and form is returned.
<input type="checkbox"/>	Request for acquisition is approved.
<input type="checkbox"/>	Request for acquisition is denied.
_____ Authorized Signature	
_____ Date	
Comments:	

- Mastercard # _____
 Purchase Order
 Inventory Item (Decal Required)
 Minority /Woman Owned Business
 Inventory Item (Under \$500)

Date Ordered:	By	
Date Received:	By	
Ordered From:	Confirmation #	Contact
Requisition No.	P.O. No.	Object/Account No.
Warrant No.	Claim No.	