

## Instructions for Spill Response Requisition/Purchase Order Form:

**Purpose:** This form assists the supply unit and/or ordering manager in tracking and securing requested resources. The items on the form prompt the Logistics personnel to complete all of the required information in order to secure and deliver the requested resource.

**Preparation:** The form is prepared in the Logistics Section by the supply unit leader and/or ordering manager as assigned by the Logistics Chief. **If the requested item is a contract, the form should go to the Finance Section. They will complete the rest of the form and secure the contract. The OSPR Finance Chief is required to sign the form for all contracts.**

The form is prepared using the information provided on the ICS Form 213-General Message Form. When an ICS Form 213 comes to the Logistics Section, it will be recorded on the Requisition Log and assigned a Purchase Order Number. These numbers are the initials of the spill followed by four digits. An example for the San Diego Drill, the first Purchase Order Number would be SD-0001. This number is put on the requisition form for tracking purposes. Complete each section of the form by either transferring the information from the ICS 213 or contacting the requester to obtain the information requested on the form. Contact a supplier/vendor to secure the item and obtain an estimated arrival date/time and cost. Obtain the appropriate approval signature based on the ordering process established for the drill/spill.

**Distribution:** Once the form is completed and the item has been ordered, five copies should be made. Check the appropriate box at the bottom of the form and put in the outgoing boxes. The preparer should keep a copy for their records.