



DISASTER / EMERGENCY EVENT

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF GENERAL SERVICES
BUREAU OF PROCUREMENT

USER'S GUIDE



DISASTER / EMERGENCY EVENT
PROCUREMENT WEB SITE



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I. INTRODUCTION

Purpose:

- This User's Guide provides general information and instruction on how to procure materials and services during a disaster/emergency event using the Commonwealth of Pennsylvania (CWOPA) Department of General Services (DGS) Bureau of Procurement (BOP) Disaster/Emergency Procurement Website.
- The Website is designed for those individuals who are responsible for ordering materials and services during a disaster/emergency event in the Commonwealth of PA. It is for use by state, county, city, borough, federal, military and volunteer emergency workers. The end users of this guide would include CWOPA Emergency Preparedness Liaison Officers (EPLO's), Local Emergency Management Coordinators (EMC's), Incident Commanders, etc.
- The Website and User's Guide outline the process, identify the procedures and provide the tools and resources to access suppliers and make purchases during a disaster/emergency event.
- This User's Guide is designed to serve as a training tool as well. Access the DGS Bureau of Procurement Disaster/Emergency Procurement Website and follow the instructions in this guide. The site is available at any time for practice and training purposes. However, the list of **DGS/BOP Points of Contact** is only activated during actual emergency events. Further, access to the **DGS/BOP Points of Contact** page is limited to CWOPA EPLO's and those with User ID's identified by PEMA/DGS.
- This Website does not provide an exhaustive list of suppliers for every possible requirement. It does, however, provide many reliable suppliers with emergency contact information for numerous materials and services needed during past disaster/emergency events.

The DGS Bureau of Procurement Disaster/Emergency Procurement Website contains:

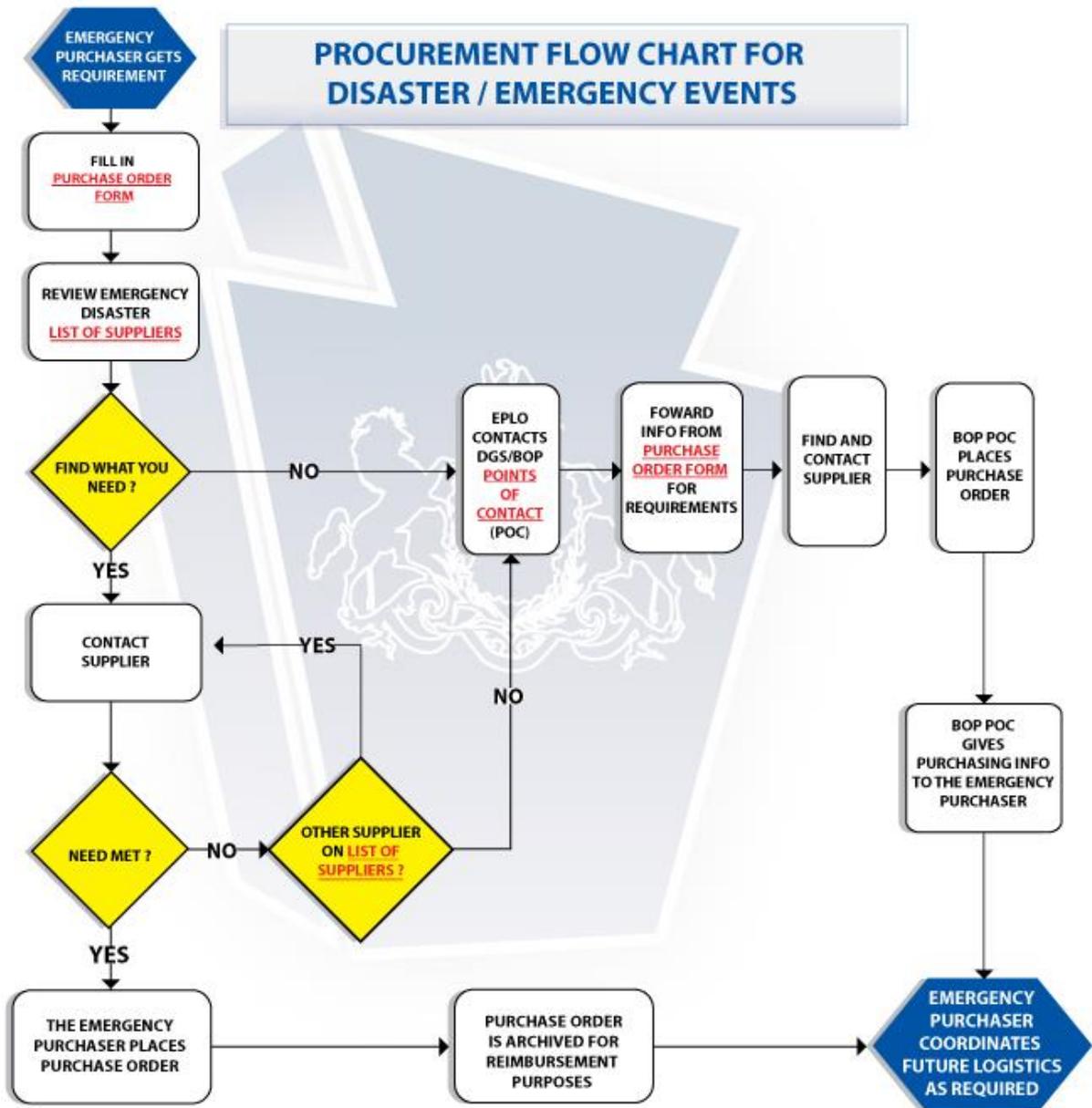
- A **Procurement Flow Chart for Disaster/Emergency Events** which provides a step-by-step diagram of the process to be used to procure materials and services during a disaster/emergency.
- A **Purchase Order Form for Disaster/Emergency Events** to document and record pertinent information needed for procurement and delivery during a disaster/emergency and subsequent reconciling of funding records.
- **Lists of Pre-Qualified and Known Suppliers** to identify numerous suppliers for materials, services, raw materials and COSTARS. There are also links provided to search qualified suppliers on federal contracts in GSA Schedules.
- A list of **DGS/Bureau of Procurement Emergency Points of Contact** to assist you in the event that you are unable to locate a supplier to fulfill your requirement. **Note:** Access to the **DGS/BOP Points of Contact** page is limited to CWOPA EPLO's and those with User ID's identified by PEMA/DGS.
- This **Quick Reference User's Guide** to provide information and instruction concerning the use of the DGS Bureau of Procurement Website along with disaster/emergency event policies and procedures.
- Access to **Related Links** which will lead you to other websites that contain information concerning emergency response related agencies and activities.

NOTE: Since internet access may become a factor during an emergency, it is recommended that you PRINT your documents and/or SAVE them to your Desktop, to a Resource Account or a Thumb Drive whenever possible.

II. PROCUREMENT FLOW CHART FOR DISASTER/EMERGENCY EVENTS

Purpose:

- This flow chart provides a step-by-step diagram of the procurement process to use when buying materials and services during a disaster/emergency event.



How to Use the Procurement Flow Chart for Disaster/Emergency Events



The Process begins when the Emergency Purchaser gets a requirement.



The Emergency Purchaser clicks on PURCHASER ORDER FORM on the flow chart or on the **DISASTER/EMERGENCY PROCUREMENT Website Page** and begins to fill in all known and required fields. You may not be able to complete sections such as Supplier Information just yet. Simply fill out as much as you can, then proceed to the next step.



The Emergency Purchaser clicks on the LIST OF SUPPLIERS on the flow chart or on the **DISASTER/EMERGENCY PROCUREMENT Website Page**. This section contains contact information for many pre-qualified and/or known CWOPA suppliers. Drilling down into the spreadsheet will give you emergency contact information provided by the suppliers for this purpose.



YES

If you find what you need:



1. Contact the supplier.
2. Order off the website/catalogue.
3. Complete PURCHASER ORDER FORM.
4. PRINT the PURCHASER ORDER FORM and/or SAVE it to the Desktop, Resource Account or Thumb Drive.
5. Ordering is now complete.
6. Emergency Purchaser coordinates future logistics as required.





If the supplier you contact does not have what you need, try again until you find a suitable supplier to satisfy your need.



OR, click on DGS/BOP POINTS OF CONTACT and notify someone on that list of your requirement. Then proceed with steps below.



NO

If you do not find what you need:

1. Click on DGS/BOP POINTS OF CONTACT
2. Notify someone on that list of your requirement.
3. Forward the information you have thus far from the **Purchase Order Form.**
4. The DGS/BOP Point of Contact will locate supplier, place order and fill in remainder of the **Purchase Order Form.**
5. DGS/BOP Point of Contact will return completed **Purchase Order Form** to Emergency Purchaser.
6. PRINT the PURCHASER ORDER FORM and/or SAVE it to the Desktop, Resource Account or Thumb Drive.
7. Ordering is now complete.
8. The Emergency Purchaser coordinates future logistics as required.



III. PURCHASE ORDER FORM

Purpose:

- The **Purchase Order Form** is completed in order to record the pertinent information needed for procurements during an emergency. This document will also be used for payment purposes.

Contents of the Purchase Order Form:

- **Emergency Purchaser Information**
 - **Name of Emergency Event** – name given by PEMA
 - **PEMA Mission #** – date YYYYMMDD with 5 digit PEMA incident #
 - **Name** – name of Emergency Purchaser (your name)
 - **Agency** – name of Agency, Department, Municipality, etc.
 - **County** – County where items will be used/received
 - **Phone #/ Backup Phone #** – to contact Emergency Purchaser
 - **Email address** – to contact Emergency Purchaser
 - **Fax #** – to contact Emergency Purchaser
 - **Date/ Time of request**
 - **Requirement(s) received from-** name of the person/office that requested items
- **Supplier Information**
 - **Name**
 - **Address**
 - **Contact Person**
 - **Phone #**
 - **Backup Phone #**
 - **Email address**
 - **Fax #**
 - **Website**
 - **Contract #**
- **Ship To**
 - **Detailed Location** – specifics on delivery address, area, building name, floor number, room number, landmarks, etc.
 - **Contact Person** – point of contact for delivery agent
 - **Back-up** – alternate contact person
 - **Phone #** – phone number of contact person
 - **Back-up Phone #** – alternate contact person's phone number

- **Email Address** – email address of contact person
 - **Fax #** – fax # for contact person
 - **Special delivery equipment needed?** – e.g., forklift, heavy duty cart, platform trucks, Aerial Apparatus, padding, cargo net, etc.
 - **Is warehousing required/available?**
 - **Pick up required/available?**
 - **Any quarantines or delivery restrictions?** – e.g., must wear protective gloves, radioactive material, highly infectious area, etc.
 - **Must entire order amount be delivered at once?**- Provide description.
 - **Special instructions/remarks** – e.g., refrigeration necessary, photo ID required to deliver, third party billing number, etc.
- **Purchase Order #**
- The Purchase Order # consists of 3 parts: the date, Outlook or User ID, and an order # from 001 through 999, assigned by the Emergency Purchaser (**YYMMDD-Outlook or User ID- ###**)
 - Example: If the date is **October 30, 2007**, the Outlook ID (username) is **jdoe**, and this is the **4th** order placed for this emergency by this Emergency Purchaser, the Purchase Order # would be **071030-jdoe-004**
- **Priority** (Choose one)
- Urgent – needed within the hour
 - High – needed within 2-8 hours
 - Medium – needed within 8-24 hours
 - Low - needed within 24-48 hours
 - Anything needed in 48 hours or out, should be noted as such in remarks.
- **Item Table**
- **Item #** – number assigned to the item from supplier/catalogue
 - **Description of Material/Service**
 - **Unit of Measure** – number, quantity, weight, inches, miles, quarts, billable hours, etc.
 - **Unit Price** – price of each unit
 - **Extended Price** – Unit of Measure multiplied by Unit Price
 - **Commodity**- consumables (food, water, etc.), expendables (paper towels, plates, gowns, etc.)
 - **Accountable Property**- nonexpendable property and sensitive property (e.g., portable computers, portable communications items, photographic items, firearms,

survey instruments, binoculars, power tools, televisions, and video cassette recorders.) Items retained for ownership after a disaster. These items would need to be maintained and accounted for.

- **Estimated Freight costs** – when not FOB destination, record the estimated costs
 - **Special Instructions/Remarks** – any specifics needed to describe item and/or the delivery and storage of the item
- **Payment Method** (Choose one)
 - **Invoice municipality** – address can be listed in General Notes/Remarks
 - **Invoice COPA** – address can be listed in General Notes/Remarks
 - **P-card**
 - Specify P-Card#
 - Expiration Date
 - **Donation** – general information can be listed in General Notes/Remarks
 - **Other** – general information can be listed in General Notes/Remarks
 - **Approved By** - The Approved By portion of the form needs to be completed by the coordinator when the total purchase cost exceeds \$10,000.
 - **Name** – name of coordinator that approves the form
 - **Date/Time** – date and time of approval
 - **Title** – position description of person who approves form
 - **Signature** – the signature of the approver should appear on the printed copy.
 - **Forwarded To** – The Forwarded To portion of the form is completed in the event that the Emergency Purchaser has to send the Purchase Order Form to someone on the DGS/ BOP Point of Contact listing for assistance.
 - **Name** – name of DGS/BOP Point of Contact
 - **Title** – position of DGS/BOP Point of Contact
 - **Date/Time** – date and time form was forwarded
 - **General Notes/Remarks** – This space is provided for any general comments/instructions/information.
 - All required fields are marked with an asterisk (*).

NOTE: Since internet access may become a factor during an emergency, it is recommended that you PRINT your documents and/or SAVE them to your Desktop, to a Resource Account or a Thumb Drive whenever possible. A Resource Account named ra-disasterbuy@state.pa.us has been established and can be used for any/all Purchase Order forms.

STEPS TO COMPLETE PURCHASE ORDER FORM:

Emergency Purchaser Information:
(Used to identify and contact Purchaser.)

Supplier Information
(Provides details on supplier and contact info.)

Ship To:
(Provides details/instructions for deliveries.)

Emergency Purchaser Information:

- * Name Emergency Event: PEMA Mission#:
- * Name:
- * Agency: * County:
- * Phone #: Back-up Phone#:
- Email Address: Fax#:
- * Date/Time of Request: Requirement(s) received from:

Supplier Information:

- * Name:
- Address:
- Contact Person:
- * Phone #: Back-up Phone#:
- Email Address: Fax#:
- Web Site: Contract #:

SHIP TO:

- * Detailed Location (address, area, building name, room number...):
- * Contact Person: Back-up:
- * Phone #: Back-up Phone#:
- Email Address: Fax#:
- Special delivery equipment (forklift, heavy duty cart, platform trucks, etc.) needed?
- Is warehousing required/available?
- Pick up required/available?
- Any quarantines or delivery restrictions?
- Must entire order amount be delivered at once?
- Special instructions/remarks:

Purchase Order Form for Disaster / Emergency Events Page 1

Item Information
(Purchase Order #, Priority, Description of Desired Item, Quantity Needed)

Payment Method
(Indicate the preferred payment method.)

Approved By
(Approval polices, if required, will be set by PEMA or the Eplo Agency Lead at the time of the event.)

Forward To
(Use if forwarded to DGS/BOP POC)

General Notes
(Comments, instructions/information)

* Purchase Order #: (YYMMDD - Outlook ID #)

* Priority (please check one) : Urgent High Medium Low

Item #	Description of Material / Services	Unit of Measure	Unit Price	Extended Price	Commodity	Accountable Property
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Estimated Freight Costs (if not FOB Destination)

Estimated instructions/remarks:

Payment Method (please check one):

Invoice Municipality Invoice COPA P - Card Donation Other

Specify P-card # Expiration date:

Approved By:

Name: Date/Time:

Title: Signature:

Forwarded To:

Name: Date/Time:

Title:

General Notes / Remarks:

Purchase Order Form for Disaster / Emergency Events Page 2

IV. SUPPLIERS FOR DISASTER/EMERGENCY EVENTS

Purpose:

- A separate list of known **SUPPLIERS** for materials, services, raw materials and COSTARS are provided to Emergency Purchasers to assist them in finding vendors able to supply the goods/services needed.
- Suppliers on the list were contacted to provide additional emergency information. Suppliers provided emergency contact information such as cell phone numbers, back-up contact names and website addresses.
- In the event that the Emergency Purchaser is unable to find what is needed, or if the supplier cannot fulfill the need on the spreadsheets provided, use the **DGS/BOP Points of Contact** to notify someone who can assist. Access to this page is available only to CWOPA EPLO's and that with User ID's identified by PEMA/DGS.

IV. Disaster Emergency Suppliers

How to Use the Emergency Spreadsheet:

- ➡ Click on the link **Disaster Emergency Suppliers** in the SUPPLIERS section of the DISASTER/EMERGENCY PROCUREMENT Website.
- ➡ You will be asked whether you would like to open or save the document. Since internet access may become a factor during an emergency, it is recommended that you PRINT your documents and/or SAVE them to your Desktop, to a Resource Account or a Thumb Drive whenever possible.
- ➡ Read the introductory page and then click “HERE” to access the spreadsheet that contains the suppliers.
- ➡ Filter by the product/service you want.
- ➡ Clicking on the Material Category will bring up the spreadsheet for that particular Material.
- ➡ The spreadsheet lists a separate column for: Category of products/services, Product/Service, Supplier Name, Website, Contact and Phone.
- ➡ This is not an exhaustive list of suppliers. Many more may be able to assist.

V. DGS/BOP POINTS OF CONTACT

Purpose:

- The DGS Bureau of Procurement **Points of Contact** page is created to assist Emergency Purchasers if there is difficulty finding a needed supplier/item during a disaster/emergency event. Access to this page is only open to CWOPA EPLO's and those with User ID's identified by PEMA/DGS. ***(This information is private and confidential and will only be available during an actual disaster/emergency event.)***

When to Use DGS/BOP Points of Contact:

- The Points of Contact should only be used if an Emergency Purchaser is unable to find what is needed from the lists of suppliers provided, or if unable to contact a supplier that can meet the need (as shown on the **Procurement Flow Chart for Disaster/Emergency Events.**)
- Attempts should be made to contact the Bureau of Procurement Points of Contact first. They are the best source of expertise to assist. Failing that, contact any DGS EPLO or Subject Matter Expert on the list.
- Contact information contains name, title, work/home/mobile numbers and email address.
- After contacting a DGS/BOP Point of Contact in a disaster/emergency event, the Emergency Purchaser should forward to the contact the information taken for the **Purchase Order Form** in progress.

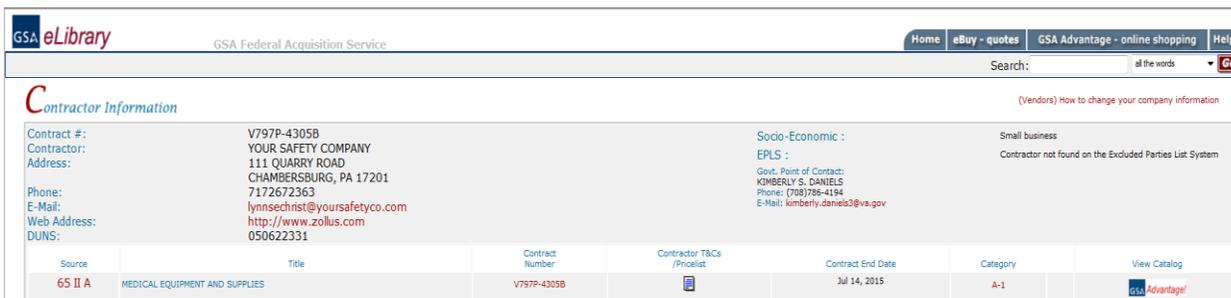
IV. (E) GSA DISASTER RECOVERY RESOURCES

Purpose:

- Under the U.S. General Services Administration (GSA) Disaster Purchasing Program, state and local governments may use GSA Schedule contracts to purchase a wide variety of products and services during and after an emergency event. Additionally, it can be used to locate a supplier of any type at any time. However, unless it is an official disaster/emergency situation and the supplier is identified with the  icon, the supplier is not obligated to charge the GSA negotiated rates.

When to Use GSA DISASTER RECOVERY RESOURCES:

- ➔ The **GSA** links were created to supplement the other spreadsheets. The Bureau of Procurement has established relations with their own suppliers and it is recommended that Emergency Purchasers utilize those suppliers in order to get the Commonwealth's negotiated prices.
- ➔ GSA Schedule contracts can be used at any time, but it is suggested to search and utilize the Commonwealth contracts first.
- ➔ GSA eLibrary contains contact information for suppliers similar to the Commonwealth's Disaster/Emergency Event vCards. As seen below, they also provide Terms & Conditions and other information on the contract the supplier has with GSA, along with the negotiated pricing.



The screenshot shows the GSA eLibrary interface. At the top, there is a navigation bar with 'Home', 'eBuy - quotes', 'GSA Advantage - online shopping', and 'Help'. A search bar is located on the right. The main content area is titled 'Contractor Information' and displays details for contract V797P-4305B. The contractor is 'YOUR SAFETY COMPANY' located at 111 QUARRY ROAD, CHAMBERSBURG, PA 17201. Contact information includes phone (717)267-2363, email (lynnechrist@yoursafetyco.com), and website (http://www.zollus.com). Socio-Economic information includes 'Small business' and 'Contractor not found on the Excluded Parties List System'. A table at the bottom lists contract details:

Source	Title	Contract Number	Contractor T&Cs /Pricelist	Contract End Date	Category	View Catalog
65 II A	MEDICAL EQUIPMENT AND SUPPLIES	V797P-4305B		Jul 14, 2015	A-1	

- ➔ For instructions and an example of how to search for a supplier in GSA eLibrary refer to Appendix F.
- ➔ GSA Advantage!® is an online shopping service of the U.S. General Services Administration.
- ➔ Schedule contractors, products and services are identified in GSA eLibrary and on GSA Advantage!®, with a Disaster Purchasing icon.

VII. LIST OF RELATED AGENCIES OR ORGANIZATIONS

Purpose:

- A list of related agencies or organizations are provided as a supplemental guide, giving reference to useful websites that often give more details and provide additional information and guidance regarding specific disaster/emergency events.

List of Related Agencies or Organizations:

Pennsylvania Emergency Management Agency (PEMA)

www.pema.pa.gov

The Pennsylvania Emergency Management Agency (PEMA) website contains alerts and advisories, current disaster declarations, Ebola information, and many plans, guides and presentations for emergency preparedness and operations, hazard mitigations and auxiliary communications services.

Federal Emergency Management Agency (FEMA) www.fema.gov

The FEMA website provides emergency preparedness publications, directions on how to apply for assistance, and also the steps to recover and rebuild after a disaster occurs.

American Red Cross www.redcross.org

The American Red Cross provides relief to victims of disaster and helps people prevent, prepare for and respond to emergencies. Emergency assistance may include temporary shelter, food, clothing, basic household furnishings, help with health care needs and referrals to other agencies. On this website you can search for the nearest Red Cross location and get information on a number of emergency related supplies that can be purchased directly from this web site.

Pennsylvania Department of Health www.health.pa.gov

The Pennsylvania Department of Health website offers information and services regarding public health preparedness, emergency preparedness and response planning, Disaster Volunteer Recruitment and Retention - State Emergency Registry of Volunteers in Pennsylvania (SERVPA), emergency medical services and diseases and conditions.

U.S. Department of Health and Human Services www.dhhs.gov

This website provides guidance towards families and individuals for preparing for Disasters and emergencies, what to do before and during a disaster, and also how to respond to the disaster once it has occurred.

FLU.gov www.flu.gov

This website contains specific information about the Flu including symptoms, prevention, treatment, vaccination, planning, preparedness and pandemic awareness.

Centers for Disease Control and Prevention www.cdc.gov

This website provides information concerning Agents, Diseases, and other threats such as bioterrorism, mass casualties, chemical emergencies, natural disasters and severe weather, radiation emergencies, and recent outbreaks and incidents.

National Oceanic and Atmospheric Administration (NOAA)

www.noaa.gov

The National Oceanic and Atmospheric Administration Website provides information concerning weather watches, warnings, and the latest information on tornadoes, hurricanes, severe thunderstorms, floods, winter storms, marine weather and more.

PA Office of Homeland Security www.homelandsecurity.pa.gov

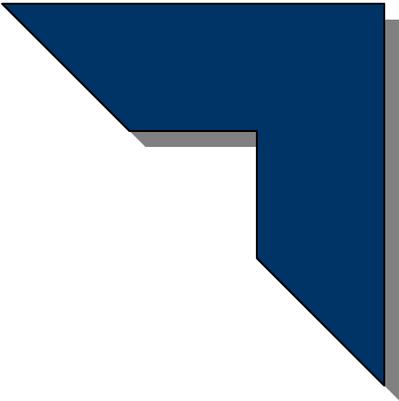
The Office of Homeland Security develops, sponsors and delivers a number of training and educational events including counterterrorism preparedness, cybersecurity, human trafficking, large venue and mass gathering security, school safety, special event preparedness and workplace violence.

U.S. Department of Homeland Security www.dhs.gov

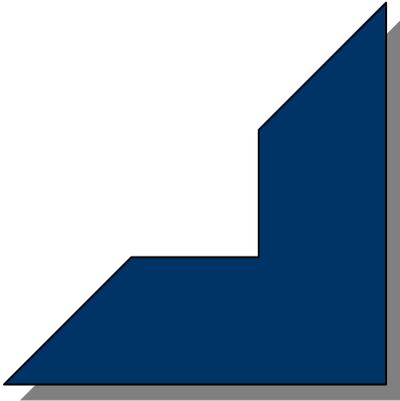
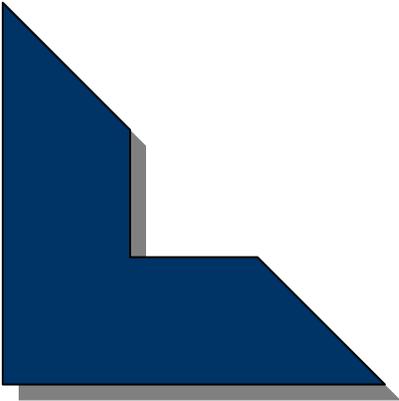
This website provides information concerning many aspects of homeland security such as preparedness and response to natural disasters, terrorist attacks, and other large scale emergencies. There is also information about committees and working groups that can assist those in need after an emergency occurs.

Ready.Gov www.ready.gov

Ready.gov has links for America, businesses, and kids to prepare plans in case of an emergency. It enables you to reach your state or local government to see how you can prepare for events that can happen in your area. It contains links to information and links to topics such as what to do during a declared biological emergency, if you become aware of an unusual or suspicious substance nearby, symptoms and hygiene, preparing for floods, etc.



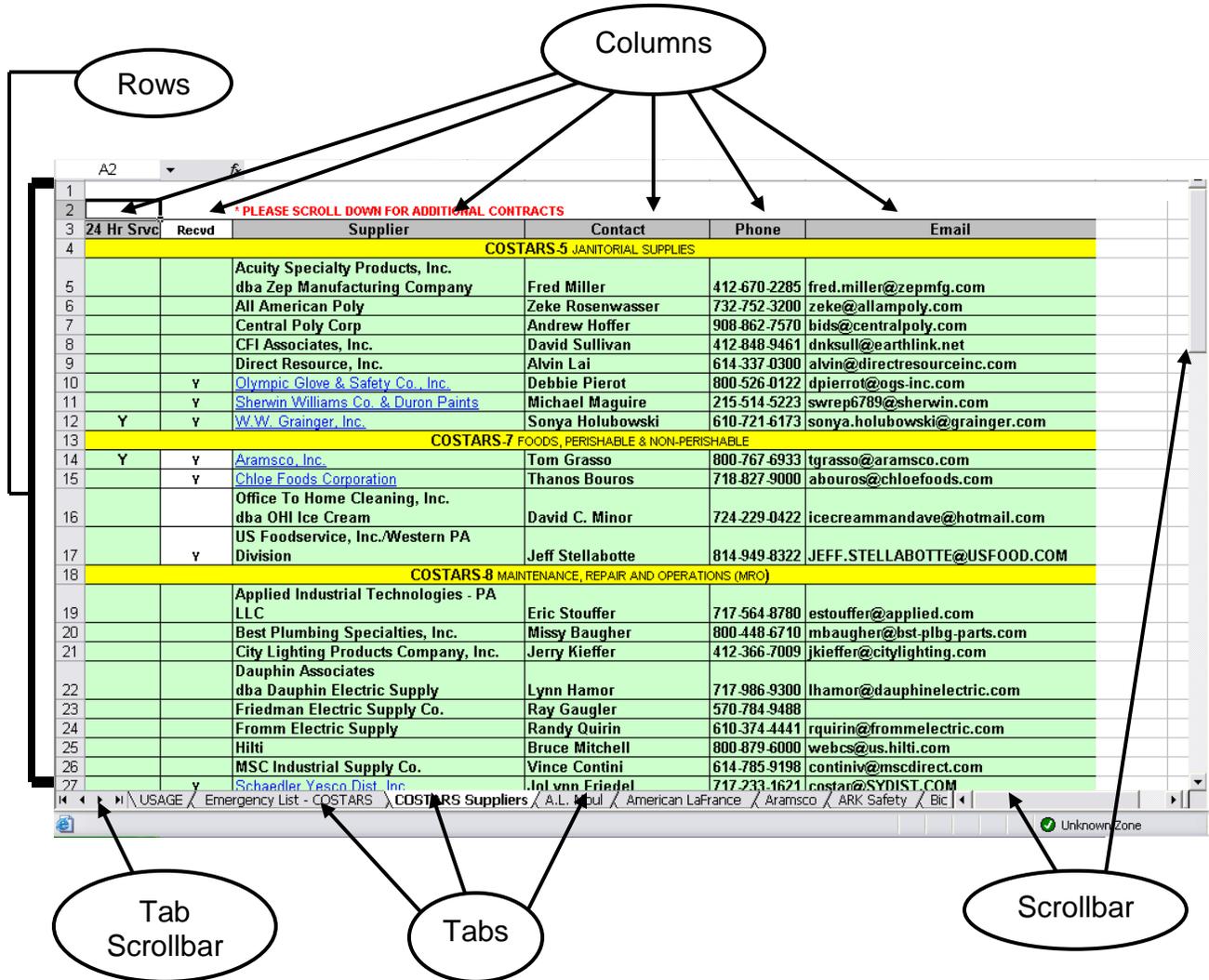
Appendix



APPENDIX A

Excel Spreadsheet Terminology

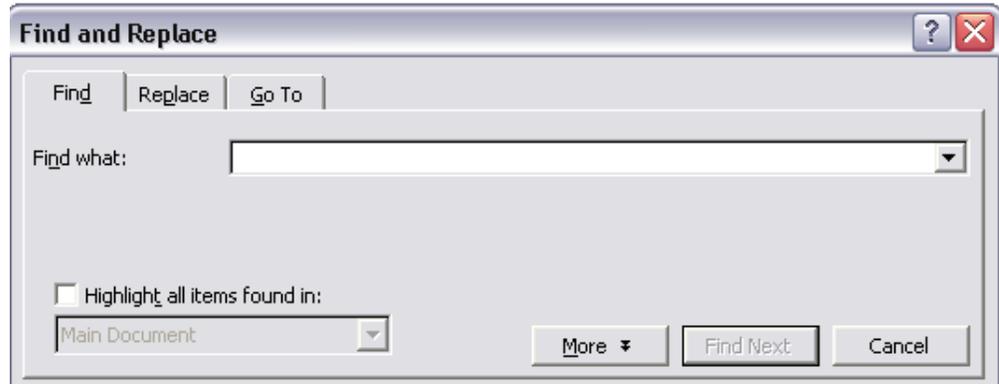
- Here are examples of Excel spreadsheet terms referred to in this User's Guide.



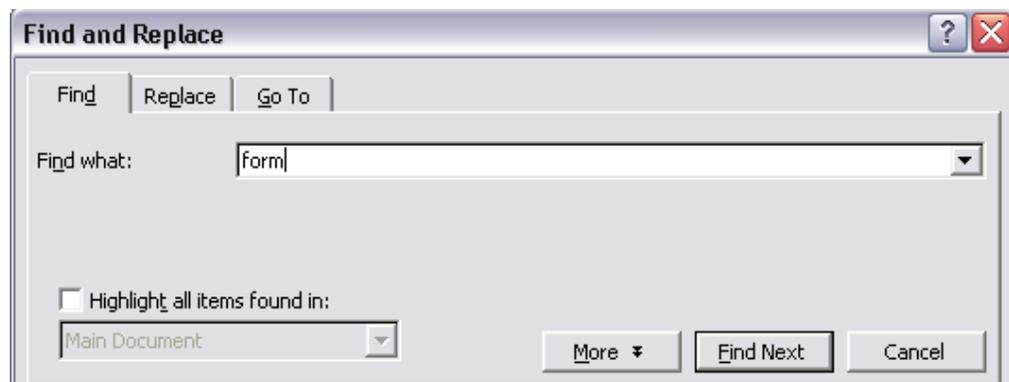
APPENDIX B

How to Use the Find Tool

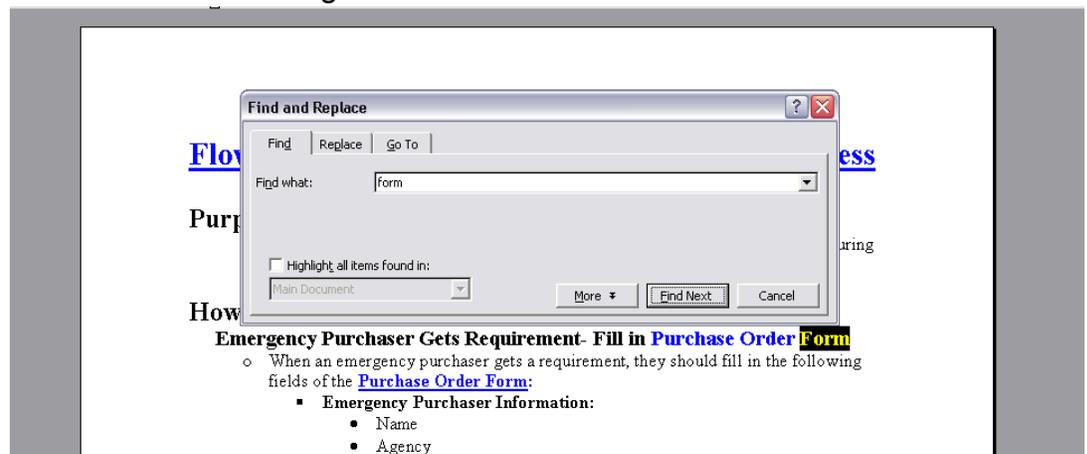
- The Find tool can be used by holding down the **Ctrl** key and typing the letter **F**. This tool can also be accessed by going to Edit on the menu and clicking Find.



- Type the word you are searching for into the “Find what” field. Click the “Find Next” button to find the word in the document.



- The word will be highlighted in the text. To find more results, click the “Find Next” button again.



Emergency Purchaser Gets Requirement- Fill in **Purchase Order Form**

- When an emergency purchaser gets a requirement, they should fill in the following fields of the **Purchase Order Form**:
 - **Emergency Purchaser Information**:
 - Name
 - Agency

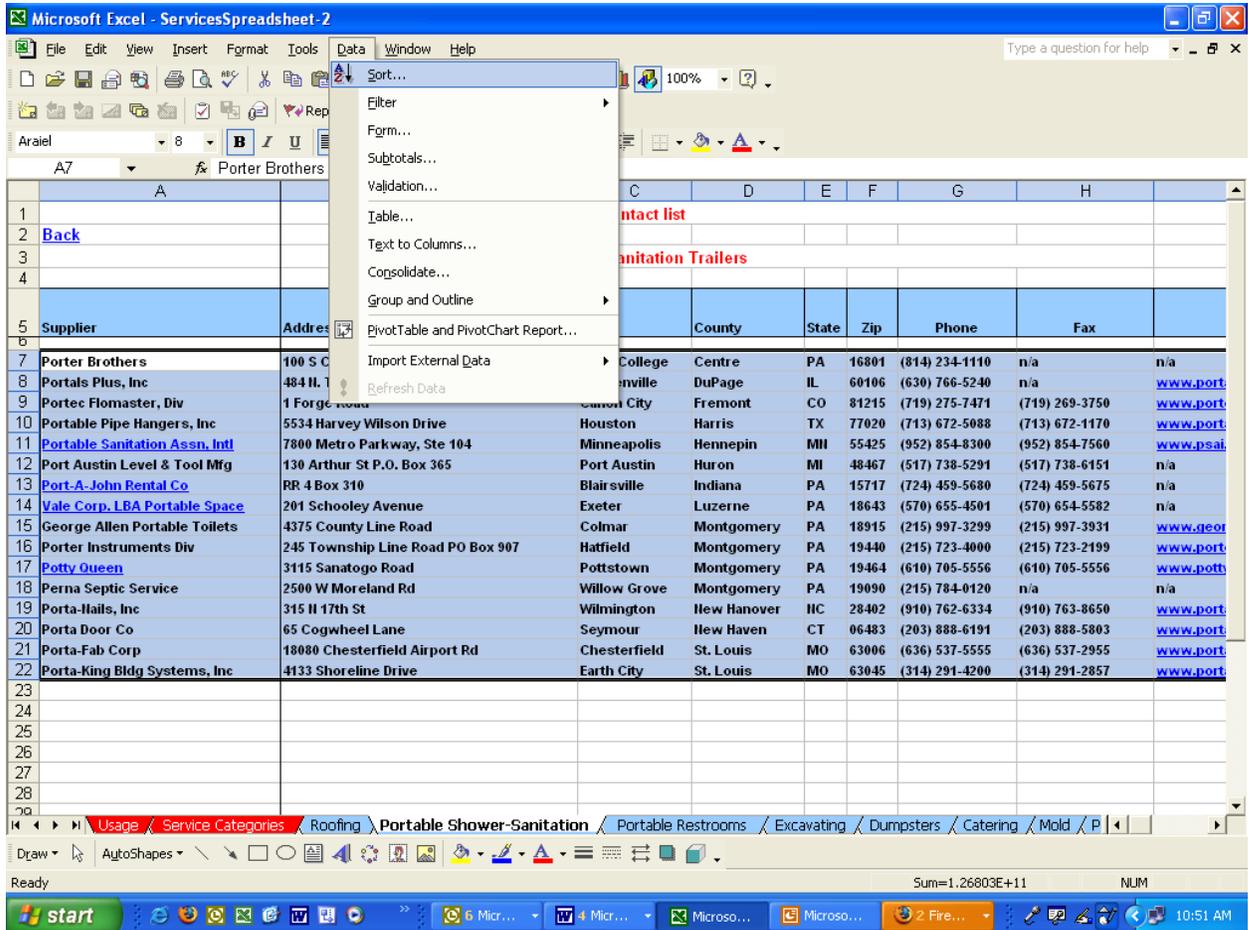
APPENDIX C How to Sort Cells

- Highlight all of the data you want to sort (do not include the column headings).

The screenshot shows a Microsoft Excel spreadsheet with the following data:

Supplier	Address	City	County	State	Zip	Phone	Fax
Porter Brothers	100 S Corl Street	State College	Centre	PA	16801	(814) 234-1110	n/a
Portals Plus, Inc	484 H. Thomas Drive	Bensenville	DuPage	IL	60106	(630) 766-5240	n/a
Portec Flomaster, Div	1 Forge Road	Canon City	Fremont	CO	81215	(719) 275-7471	(719) 269-3750
Portable Pipe Hangers, Inc	5534 Harvey Wilson Drive	Houston	Harris	TX	77020	(713) 672-5088	(713) 672-1170
Portable Sanitation Assn. Intl	7800 Metro Parkway, Ste 104	Minneapolis	Hennepin	MI	55425	(952) 854-8300	(952) 854-7560
Port Austin Level & Tool Mfg	130 Arthur St P.O. Box 365	Port Austin	Huron	MI	48467	(517) 738-5291	(517) 738-6151
Port-A-John Rental Co	RR 4 Box 310	Blairsville	Indiana	PA	15717	(724) 459-5680	(724) 459-5675
Vale Corp. LBA Portable Space	201 Schooley Avenue	Exeter	Luzerne	PA	18643	(570) 655-4501	(570) 654-5582
George Allen Portable Toilets	4375 County Line Road	Colmar	Montgomery	PA	18915	(215) 997-3299	(215) 997-3931
Porter Instruments Div	245 Township Line Road PO Box 907	Hatfield	Montgomery	PA	19440	(215) 723-4000	(215) 723-2199
Potty Queen	3115 Sanatogo Road	Pottstown	Montgomery	PA	19464	(610) 705-5556	(610) 705-5556
Perna Septic Service	2500 W Moreland Rd	Willow Grove	Montgomery	PA	19090	(215) 784-0120	n/a
Porta-Halls, Inc	315 H 17th St	Wilmington	New Hanover	NC	28402	(910) 762-6334	(910) 763-8650
Porta Door Co	65 Cogwheel Lane	Seymour	New Haven	CT	06483	(203) 888-6191	(203) 888-5803
Porta-Fab Corp	18080 Chesterfield Airport Rd	Chesterfield	St. Louis	MO	63006	(636) 537-5555	(636) 537-2955
Porta-King Bldg Systems, Inc	4133 Shoreline Drive	Earth City	St. Louis	MO	63045	(314) 291-4200	(314) 291-2857

- On the Data menu, click Sort.



- A box will pop up with sorting options. The first drop down box will ask you what column you want to sort by. Select the Column letter you would like to sort by and choose whether you would like it to sort in ascending or descending order. You can sort by more than one field. Click OK when you are finished choosing your options.



- The data is now sorted by Column C in alphabetic/numerical order.

Supplier	Address	County	State	Zip	Phone	Fax
Portals Plus, Inc	639 N. Thomas Drive	Bensenville	IL	60106		
Port-A-John Rental Co	RR 4 Box 310	Blairsville	PA	15717	(724) 459-5680	(724) 459
Portable Sanitation Assn. Intl	7800 Metro Parkway, Ste 104	Bloomington	MN	55425	(952) 854-8300	(952) 854
Portec Flomaster, Inc	PO Box 589 Dept 1	Canon City	CO	81215	(719) 275-7471	(719) 269
Porta-Fab Corp	PO Box 1084	Chesterfield	MO	63006	(636) 537-5555	(636) 537
George C. Allen Company	4375 County Line Road	Colmar	PA	18915	(215) 362-8046	(215) 997
Porta-King Bldg Systems, Inc	4133 Shoreline Drive	Earth City	MO	63045	(314) 917-4200	(314) 291
Portable Space	201 Schooley Avenue	Exeter	PA	18643		
Portable Cooling Systems, Inc	PO Box 1152	Franklin	TN	37065	(615) 794-8070	(615) 794
Porter Instruments Co, Inc	245 Township Line Road PO Box 907	Hatfield	PA	19440	(215) 723-4000	(215) 723
Portable Pipe Hangers, Inc	5534 Harvey Wilson Drive	Houtston	TX	77020	(713) 672-5088	(713) 672
Port Austin Level & Tool Mfg	PO Box 365	Port Austin	MI	48467	(989) 738-5291	(989) 738
Potty Queen	3115 Sanatogo Road	Pottstown	PA	19464	(610) 705-5556	
Porta Door Co	65 Cogwheel Lane	Seymour	CT	06483	(203) 888-6191	(203) 888
Perna Waste Water	60 School House Road	Souderton	PA	18964	(215) 799-2200	
Porter Brothers	100 S Corl Street	State College	PA	16801	(814) 234-1110	
Porta-Nails, Inc	PO Box 1257	Wilmington	NC	28402	(910) 762-6334	(910) 763

APPENDIX D How to Filter Cells

- In order to narrow down the information in a table and eliminate the cells that do not contain the selected criteria, you can Filter the cells by highlighting the cells you would like to filter, including the column heading(s).

[Back](#)

Portable Showers & Sanitation Trailers

Supplier	Address	City	County	State	Zip	Phone	F
Portals Plus, Inc	639 N. Thomas Drive		Bensenville	IL	60106		
Port-A-John Rental Co	RR 4 Box 310		Blairsville	PA	15717	(724) 459-5680	(724) 4
Portable Sanitation Assn, Intl	7800 Metro Parkway, Ste 104		Bloomington	MN	55425	(952) 854-8300	(952) 8
Portec Flomaster, Inc	PO Box 589 Dept T		Canon City	CO	81215	(719) 275-7471	(719) 2
Porta-Fab Corp	PO Box 1084		Chesterfield	MO	63006	(636) 537-5555	(636) 5
George C. Allen Company	4375 County Line Road		Colmar	PA	18915	(215) 362-8046	(215) 9
Porta-King Bldg Systems, Inc	4133 Shoreline Drive		Earth City	MO	63045	(314) 917-4200	(314) 2
Portable Space	201 Schooley Avenue		Exeter	PA	18643		
Portable Cooling Systems, Inc	PO Box 1152		Franklin	TN	37065	(615) 794-8070	(615) 7
Porter Instruments Co, Inc	245 Township Line Road PO Box 907		Hatfield	PA	19440	(215) 723-4000	(215) 7
Portable Pipe Hangers, Inc	5534 Harvey Wilson Drive		Houtston	TX	77020	(713) 672-5088	(713) 6
Port Austin Level & Tool Mfg	PO Box 365		Port Austin	MI	48467	(989) 738-5291	(989) 7
Potty Queen	3115 Sanatogo Road		Pottstown	PA	19464	(610) 705-5556	
Porta Door Co	65 Cogwheel Lane		Seymour	CT	06483	(203) 888-6191	(203) 8
Perna Waste Water	60 School House Road		Souderton	PA	18964	(215) 799-2200	
Porter Brothers	100 S Corl Street		State College	PA	16801	(814) 234-1110	
Porta-Nails, Inc	PO Box 1257		Wilmington	NC	28402	(910) 762-6334	(910) 7

- Go to Data-> Filter-> select Autofilter

The screenshot shows the Microsoft Excel interface with the 'Data' menu open. The 'Filter' option is selected, and the 'Autofilter' sub-menu is displayed, showing options like 'Show All' and 'Advanced Filter...'. The spreadsheet data from the previous image is visible in the background, with the 'County' column highlighted.

- There is now a gray dropdown box in the cell heading(s) on the right hand side.

Portable Showers & Sanitation Trailers							
Supplier	Address	City	County	State	Zip	Phone	Fax
Portals Plus, Inc	639 N. Thomas Drive		Bensenville	IL	60106		
Port-A-John Rental Co	RR 4 Box 310		Blairsville	PA	15717	(724) 459-5680	(724) 459-5680
Portable Sanitation Assn, Intl	7800 Metro Parkway, Ste 104		Bloomington	MN	55425	(952) 854-8300	(952) 854-8300
Portec Flomaster, Inc	PO Box 589 Dept T		Canon City	CO	81215	(719) 275-7471	(719) 275-7471
Porta-Fab Corp	PO Box 1084		Chesterfield	MO	63006	(636) 537-5555	(636) 537-5555
George C. Allen Company	4375 County Line Road		Colmar	PA	18915	(215) 362-8046	(215) 362-8046
Porta-King Bldg Systems, Inc	4133 Shoreline Drive		Earth City	MO	63045	(314) 917-4200	(314) 917-4200
Portable Space	201 Schooley Avenue		Exeter	PA	18643		
Portable Cooling Systems, Inc	PO Box 1152		Franklin	TN	37065	(615) 794-8070	(615) 794-8070
Porter Instruments Co, Inc	245 Township Line Road PO Box 907		Hatfield	PA	19440	(215) 723-4000	(215) 723-4000
Portable Pipe Hangers, Inc	5534 Harvey Wilson Drive		Houston	TX	77020	(713) 672-5088	(713) 672-5088
Port Austin Level & Tool Mfg	PO Box 365		Port Austin	MI	48467	(989) 738-5291	(989) 738-5291
Potty Queen	3115 Sanatogo Road		Pottstown	PA	19464	(610) 705-5556	
Porta Door Co	65 Cogwheel Lane		Seymour	CT	06483	(203) 888-6191	(203) 888-6191
Perna Waste Water	60 School House Road		Souderton	PA	18964	(215) 799-2200	
Porter Brothers	100 S Corl Street		State College	PA	16801	(814) 234-1110	
Porta-Nails, Inc	PO Box 1257		Wilmington	NC	28402	(910) 762-6334	(910) 762-6334

- Click on the dropdown box. All of the entries in the column's cells are listed in alphabetical order.

Portable Showers & Sanitation Trailers							
Supplier	Address	City	County	State	Zip	Phone	Fax
Portals Plus, Inc	639 N. Thomas Drive		Bensenville	(All)	60106		
Port-A-John Rental Co	RR 4 Box 310		Blairsville	(Top 10...)	15717	(724) 459-5680	(724) 459-5680
Portable Sanitation Assn, Intl	7800 Metro Parkway, Ste 104		Bloomington	(Custom...)	55425	(952) 854-8300	(952) 854-8300
Portec Flomaster, Inc	PO Box 589 Dept T		Canon City	CO	81215	(719) 275-7471	(719) 275-7471
Porta-Fab Corp	PO Box 1084		Chesterfield	CT	63006	(636) 537-5555	(636) 537-5555
George C. Allen Company	4375 County Line Road		Colmar	IL	18915	(215) 362-8046	(215) 362-8046
Porta-King Bldg Systems, Inc	4133 Shoreline Drive		Earth City	MN	63045	(314) 917-4200	(314) 917-4200
Portable Space	201 Schooley Avenue		Exeter	MO	18643		
Portable Cooling Systems, Inc	PO Box 1152		Franklin	NC	37065	(615) 794-8070	(615) 794-8070
Porter Instruments Co, Inc	245 Township Line Road PO Box 907		Hatfield	PA	19440	(215) 723-4000	(215) 723-4000
Portable Pipe Hangers, Inc	5534 Harvey Wilson Drive		Houston	TN	77020	(713) 672-5088	(713) 672-5088
Port Austin Level & Tool Mfg	PO Box 365		Port Austin	TX	48467	(989) 738-5291	(989) 738-5291
Potty Queen	3115 Sanatogo Road		Pottstown	(Blanks)	19464	(610) 705-5556	
Porta Door Co	65 Cogwheel Lane		Seymour	(NonBlanks)	06483	(203) 888-6191	(203) 888-6191
Perna Waste Water	60 School House Road		Souderton	PA	18964	(215) 799-2200	
Porter Brothers	100 S Corl Street		State College	PA	16801	(814) 234-1110	
Porta-Nails, Inc	PO Box 1257		Wilmington	NC	28402	(910) 762-6334	(910) 762-6334

- Select the information you would like to view. In this example we are going to select PA in order to only view suppliers from Pennsylvania. If you would like to further narrow the results, filter other columns as well.

Portable Showers & Sanitation Trailers							
Supplier	Address	City	County	State	Zip	Phone	Fax
Port-A-John Rental Co	RR 4 Box 310		Blairsville	PA	15717	(724) 459-5680	(724) 459-5680
George C. Allen Company	4375 County Line Road		Colmar	PA	18915	(215) 362-8046	(215) 362-8046
Portable Space	201 Schooley Avenue		Exeter	PA	18643		
Porter Instruments Co, Inc	245 Township Line Road PO Box 907		Hatfield	PA	19440	(215) 723-4000	(215) 723-4000
Potty Queen	3115 Sanatogo Road		Pottstown	PA	19464	(610) 705-5556	
Perna Waste Water	60 School House Road		Souderton	PA	18964	(215) 799-2200	
Porter Brothers	100 S Corl Street		State College	PA	16801	(814) 234-1110	

- If you would like to restart and view all of the data (states), click on the gray dropdown box again and select “All”.

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Portable Showers & Sanitation Trailers

Supplier	Address	City	County	State	Zip	Phone	Fax
Port-A-John Rental Co	RR 4 Box 310		Blairsville	(All)	15717	(724) 459-5680	(724) 4
George C. Allen Company	4375 County Line Road		Colmar	(Top 10...)	18915	(215) 362-8046	(215) 9
Portable Space	201 Schooley Avenue		Exeter	(Custom...)	18643		
Porter Instruments Co, Inc	245 Township Line Road PO Box 907		Hatfield	CO	19440	(215) 723-4000	(215) 7
Potty Queen	3115 Sanatogo Road		Pottstown	CT	19464	(610) 705-5556	
Perna Waste Water	60 School House Road		Souderton	IL	18964	(215) 799-2200	
Porter Brothers	100 S Carl Street		State College	MI	16801	(814) 234-1110	
				MN			
				MO			
				NC			
				PA			
				TN			
				TX			
				(Blanks)			
				(NonBlanks)			

APPENDIX E

How to Search GSA Schedule Contracts

Example: How to Purchase Water

1) Go to www.gsa.gov/disasterpurchasing

2) Select the “GSA eLibrary” link

Home | Mobile Site | Newsroom | Regions | Staff Directory | Careers | Forms | e-Tools | QuickLinks

GSA U.S. General Services Administration

WHAT GSA OFFERS | DOING BUSINESS WITH GSA | LEARN MORE | BLOG

Home > Purchasing Programs > GSA Schedules > State and Local Government Customers > Disaster Purchasing >

State and Local Disaster Purchasing

GSA's Disaster Purchasing Program allows state and local governments to buy supplies and services directly from all [GSA Schedules](#) to facilitate recovery from major disaster or facilitate disaster preparation and response. Whether it concerns a major weather event, terrorism, or nuclear, biological, chemical, or radiological attack, GSA's strong partnerships can help cities and towns meet their needs quickly while saving taxpayer dollars.

Visit [Frequently Asked Questions \(FAQs\)](#) to learn more about the program, required order language, and the benefits available to local municipalities as well as Schedule contractors.

Purchases are limited to GSA Schedule contracts only. [GSA eLibrary](#) contains a list of all eligible suppliers. Schedule contractors, products and services are identified in GSA eLibrary and on [GSA Advantage!](#) with a Disaster Purchasing icon. Local officials are responsible for ensuring that the products or services purchased are being used to facilitate disaster preparation, and response or recovery from major disasters.

Are you a contractor who wants to participate in this program? If you are a Schedule contractor who previously declined participation in the program, but would now like to join the program, please contact your [GSA Administrative Contracting Officers \(ACOs\)](#) for further instructions.

The mission of GSA is to deliver the best value in real estate, acquisition, and technology services to government and the American people. Learn more about the other programs GSA offers to [state and local customers](#).

The shortcut to this page is www.gsa.gov/disasterpurchasing

CONTACTS
Tricia Scaglione
 (571) 259-9921
 • tricia.scaglione@gsa.gov
 • [View Contact Details](#)

National Customer Service Center
 (800) 488-3111
 • mashelpdesk@gsa.gov
 • [View Contact Details](#)

LEARN SCHEDULES

Register for a live webinar

3) On the right hand side of the page under “Disaster Recovery Purchasing”, click on the “View participating vendors” link.

View an Alphabetical Listing of available Contractors (a-z)

Category Guide	
▶ Spring/Summer	▶ Building & Industrial
▶ Disaster Relief	▶ Furniture & Furnishings
▶ Homeland Security	▶ Hospitality, Cleaning, & Chemicals
▶ IT Solutions & Electronics	▶ Laboratory, Scientific, & Medical
▶ Law Enforcement, Fire, & Security	▶ Office Solutions
▶ Recreation & Apparel	▶ Services
▶ Tools, Hardware, & Machinery	▶ Travel & Transportation Solutions
▶ Vehicles & Watercraft	▶ Wildland Fire & Equipment

e-Library News...

DOD encourages Maximum Participation in GSA's VETS GWAC! -- On April 12, 2007, DOD issued a policy statement encouraging the use of GSA's VETS GWAC. This GWAC contains 43 approved SDVOSB contractors. DOD acknowledges their service as warfighters and appreciates them as entrepreneurs and vendors. This goal is being strongly pursued with vigor!

Learn more about the VETS GWAC. [Read DOD's policy statement.](#)

State and Local Governments

Cooperative Purchasing COOP PURCH
 Section 211 of the E-Government Act of 2002 enables states and localities to purchase IT products, services, and support equipment from Federal Supply Schedules.
 ▶ [View authorized vendors](#)
 ▶ [Cooperative Purchase FAQ](#)

Disaster Recovery Purchasing DISAST RECOV
 Section 833 of the National Defense Authorization Act allows state and local governments to purchase products and services to facilitate recovery from a major disaster.
 ▶ [View participating vendors](#)
 ▶ [Disaster Recovery Purchasing FAQ](#)

GSA Federal Supply Schedules | VA Federal Supply Schedules

Search under the “Description” column for the type of item you are looking to purchase and click on the corresponding number (in this case, #73, FOOD SERVICE, HOSPITALITY, CLEANING EQUIPMENT AND SUPPLIES, CHEMICALS AND SERVICES).

Recovery Purchasing - State & Local Governments

Section 833 of the John Warner National Defense Authorization Act (Public Law 109-364) amends 40 U.S.C. 502 to authorize the Administrator of General Services to provide State and local governments use of certain Federal Supply Schedules of the GSA for purchase of products and services to facilitate recovery from a major disaster declared by the President under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.) or to facilitate recovery from terrorism or nuclear, biological, chemical, or radiological attack. Use of Federal supply schedules by State and local governments is voluntary.

Vendors participating in this program are identified with the  icon on Schedules e-Library.

73 FOOD SERVICE, HOSPITALITY, CLEANING EQUIPMENT AND SUPPLIES, CHEMICALS AND SERVICES - Food Service Equipment, Supplies, and Services

4) Under the “Category” column, select the category that includes the item that you are looking for. This will enable you to view the procurement contractors for this product. (In this case, we would select 302 2 Emergency and Non-Emergency Food Service Support because this lists potable water in the description.)

Category	Description
302 1	Kitchen Management Solutions - including Dining Facility Services, Consultation, Design and Installation of Food Preparation Facilities, Catering, Mess Attendants, Chefs and Food Preparation Assistants, excludes construction and A&E services
302 15	Sanitation and Warewashing Equipment - including, Dishwashers, Warewashing and Warewashing Racks; Dishwashers, Front and Side Loading; Food Waste Disposers; Trash Compactors; Kitchen Sinks; Dishpans
302 2	Emergency and Non-Emergency Food Service Support - including Emergency Water Filtration Units, Potable Water, Non-Perishable Subsistence Meals, Juices, Coffee, and Assorted Snack Food, Portable Kitchen Units, Mess Attendants and Cooks

5) If necessary, click on the (Sort by) link above the “City, State” column to organize contractors by state for easy recognition of the Pennsylvania contractors.

Contractor	Contract #	Phone	(Sort by) City, State	Socio-Economic	Contract Terms & Conditions	View Catalog
SUPERIOR JANITORIAL SERVICES, IN	GS-07F-0398T	(559)458-0507	FRESNO ,CA	s/w/h		
CARLIN MANUFACTURING INC	GS-07F-0353J	(559)276-0123	FRESNO ,CA	s		
SAFFETA INC (DBA: SAWYER PRODUCTS)	GS-07F-0240J	727-725-1177 X21	SAFETY HARBOR ,FL	s		
AMERIQUAL GROUP LLC	GS-07F-0053T	(812)421-4876	EVANSVILLE ,IN	o		
LONG LIFE FOOD DEPOT	GS-07F-5948P	(765)939-0110	RICHMOND ,IN	s		
GEORGE W ALLEN CO INC	GS-07F-5771P	(410)823-5704	BELTSVILLE ,MD	o		
SILVER WOLF ENTERPRISES	GS-07F-0686N	(406)268-8080	GREAT FALLS ,MT	s/d/8a/h		
ALL STAR CARTS & VEHICLES INC	GS-07F-9751H	(631)666-5252	BAY SHORE ,NY	s/v		

6) Click on the contractor’s name to get contact (V-Card) information. Save this page for later use.

Contractor Information

Contract #: GS-07F-0365X
 Contractor: STAR FOODSERVICE, INC.
 Address: 4832 HWY 162, HOLLYWOOD, SC 29449-5741
 Phone: 843-555-8686
 E-Mail: johnm@starfoodsusa.com
 Web Address: http://WWW.STARFOODSUSA.COM
 DUNS: 808034495
 NAICS: 424420

Socio-Economic : Small business, Woman Owned business, Veteran Owned Small business, Contractor not found on the Excluded Parties List System

EPLS : Govt. Point of Contact: Stephen P. Nieswiadomy (Phone: 917-850-8378, E-Mail: stephen.nieswiadomy@gsa.gov)

Contract Clauses/Exceptions: View the specifics for this contract.

Source	Title	Contract Number	Contractor T&Cs /Priviled	Contract End Date	Category	View Catalog
73	FOOD SERVICE, HOSPITALITY, CLEANING EQUIPMENT AND SUPPLIES, CHEMICALS AND SERVICES	GS-07F-0365X		Mar 31, 2016	302 2	
					375 321	
					375 372	
					852 1	

7)

When available, review and print the contract terms and conditions.

Contractor	Contract #	Phone	City, State	Socio Economic	Contractor TB/Cs /Pricelist	View Catalog
INTERNATIONAL COMMERCE & MARKETING CORP.	GS-07F-066CA	800-229-4500	MILWAUKEE, WI	s		
GMS INDUSTRIAL SUPPLY, INC.	GS-07F-0369V	7574355097	VIRGINIA BEACH, VA	s/w		
CENTRAL CAROLINA BOTTLING COMPANY, INC	GS-07F-220BA	(434) 753-2515	ALTON, VA	s		
STARK FOODSERVICE, INC.	GS-07F-0365X	843-556-8686	HOLLYWOOD, SC	s/w/v		
PRO BUY SOLUTIONS, LLC	GS-07F-0485W	(215) 740-3399	HUNTINGDON VALLEY, PA	s/w/d		
TOTALITY GREEN, INC.	GS-07F-0514V	760-872-9720	TULSA, OK	s		

After obtaining the contact and contract information, click on the **GSA Advantage!** icon on the same row as the contractor's name to view items available by that contractor. To ensure that the items purchased can be used for Disaster Recovery, make sure there is a **DISAST RECOV** icon following the name of the contractor. (In this example, the only PA supplier is Pro Buy Solutions, LLC)

IF YOU WOULD LIKE TO VIEW OTHER TYPES OF GOODS SUPPLIED BY A CONTRACTOR: click on the name of the desired contractor. If searching for Disaster Recovery items, make sure that the **DISAST RECOV** icon is listed after the name of the desired contractor.

8) Once you decide which product best suits your needs, enter the quantity desired in the right column (in this example, quantity of cases each case containing 24/ 25 oz bottles).

After entering the quantity click on the **ADD to Cart** icon. (2000 cases of the 25oz Woolrich Spring Water)

Home > Search Results

Search Results

Found 4 products for contract number **GS-07F-5540P** and SIN **302 2**

NSN/Mfr. Part No./Product	Price / Delivery	Quantity
4818 WOOLRICH SPRING WATER 24/25oz sport cap bottled spring water. Excellent for Military and Civilian use, and emergency, survival, or recreational use. Bottled from underground springs located in Woolrich, Pennsylvania. Terms are 30 days with an additional 2% 10 ... Manufacturer: WOOLRICH, INC. Contractor: WOOLRICH, INC. [GS-07F-5540P] (s h)	\$8.28 PF 10 days delivered ARO	2000
4806 WOOLRICH SPRING WATER 24/.5lt flat cap bottled spring water. Excellent for Military and Civilian use, and emergency, survival, and recreational use. Bottled from underground springs located in Woolrich, Pennsylvania. 30 day terms with additional 2% 10 Net 30. Manufacturer: WOOLRICH, INC. Contractor: WOOLRICH, INC. [GS-07F-5540P] (s h)	\$6.83 PF 10 days delivered ARO	
4811 WOOLRICH SPRING WATER 24/8oz. flat cap bottles of fresh spring water. Excellent for Military and Civilian use, and for emergency, survival and recreational use. Bottled from underground springs in Woolrich, Pennsylvania. Terms are 30 days with an additional 2% ... Manufacturer: WOOLRICH, INC. Contractor: WOOLRICH, INC. [GS-07F-5540P] (s h)	\$3.24 PF 10 days delivered ARO	

Your current shopping cart will list the description of the items you have selected, the quantity of each item, the unit price, and the total price of your order.

GSA Advantage! Tutorial | Customer Assistance | What's New | Register | LOGIN **Shopping C**
1 items: \$16,560

New search: in All Categories **Find it!** [Advanced Search](#)

Your Current Shopping Cart [Help on this page](#)

[Continue Shopping](#) [Update Cart](#) [Park Cart](#) [Checkout](#)

Notes	NSN/Mfr. Part No.	Details	Qty	Unit Price	Total Price	Get a Quote (e-Buy)
	4818 WOOLRICH SPRING WATER Vendor: WOOLRICH, INC.	Direct Delivery 10 days delivered ARO	<input type="text" value="2000"/>	\$8.28 PF [reduce price]	\$16,560.00	<input type="checkbox"/>
Cart Total:					\$16,560.00	

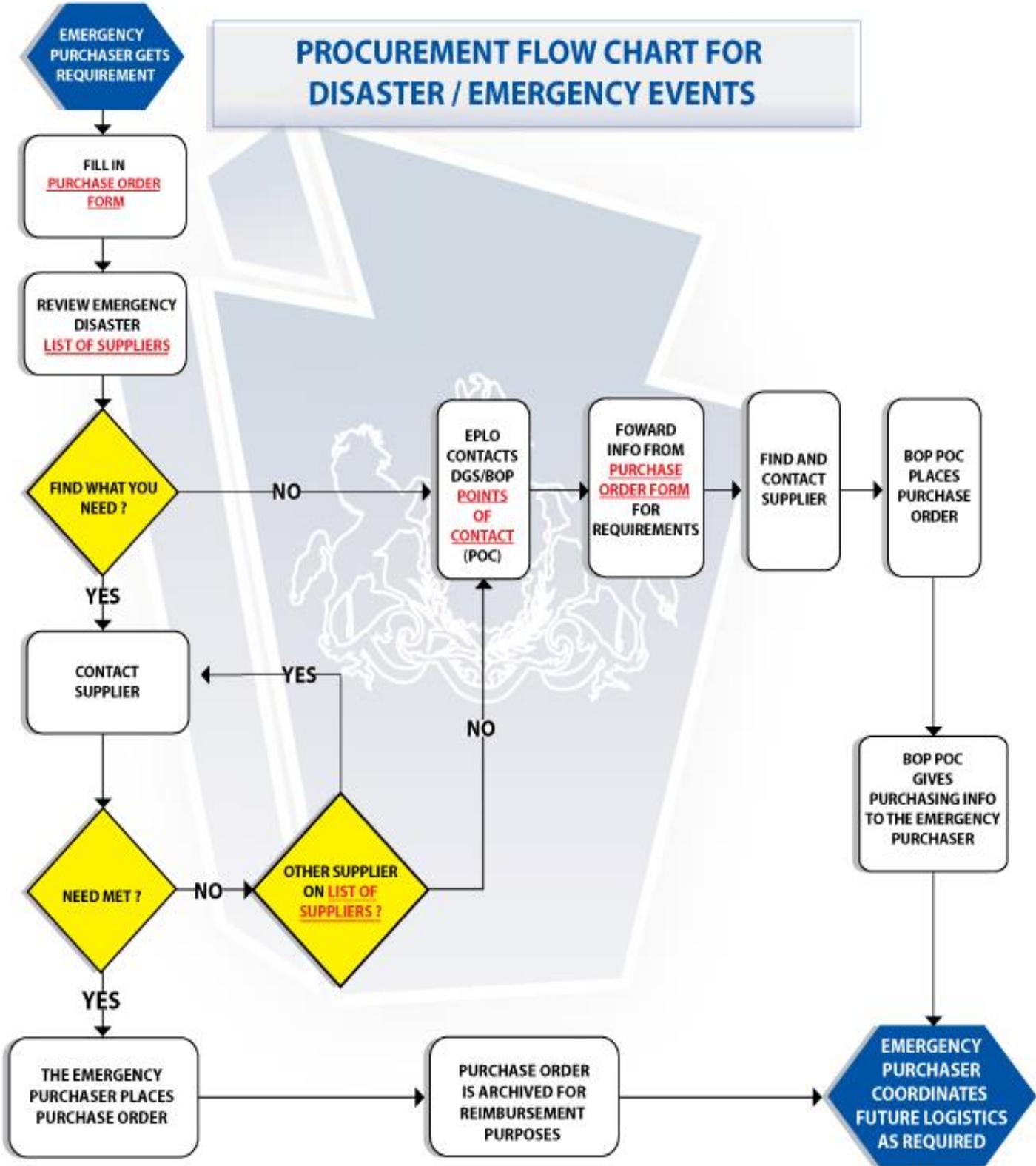
You may receive a warning box stating: **Item is FOB ORIGIN** "FOB Origin" means that the price shown does not include cost of shipment from the vendor to your location. Additional charges for transportation will be added by the vendor. Click on the red words in the warning for more information concerning FOB.

- *To continue shopping select the [Continue Shopping](#) icon in the upper left of the page. Select the additional goods you would like to buy then proceed to checkout.*
- *If you are finished shopping, print and save the page displaying the items in the shopping cart that you would like to purchase (you will need this information for the **PURCHASE ORDER FORM**).*

9) Complete **PURCHASE ORDER FORM** on the Disaster Emergency Procurement website.

10) Once you find the items you need and complete the **PURCHASE ORDER FORM**, proceed to the next step in the Disaster Emergency Events Procurement Flow Chart which is to contact the supplier.

PROCUREMENT FLOW CHART FOR DISASTER / EMERGENCY EVENTS





PURCHASE ORDER FORM FOR DISASTER / EMERGENCY EVENTS

* Required Fields

Emergency Purchaser Information:	
*Name of Emergency Event:	PEMA Mission #:
*Name:	
*Agency:	*County:
*Phone #:	Back-up Phone #:
Email Address:	Fax #:
*Date/Time of Request:	Requirement(s) received from:
Supplier Information:	
*Name:	
Address:	
Contact Person:	
*Phone #:	Back-up Phone #:
Email Address:	Fax #:
Web Site:	Contract #:
SHIP TO:	
*Detailed Location (address, area, building name, room number...)	
*Contact Person:	Back-up:
*Phone #:	Back-up Phone #:
Email Address:	Fax #:
Special delivery equipment (forklift, heavy duty cart, platform trucks, etc.) needed?	
Is warehousing required/available?	
Pick up required/available?	
Any quarantines or delivery restrictions?	
Must entire order amount be delivered at once?	
Special instructions/remarks.	

***Purchase Order #:** (YYMMDD - Outlook ID- #)

***Priority (please check one) :** Urgent High Medium Low

Item #	*Description of Material / Service	*Unit of Measure	*Unit Price	*Extended Price	*Commodity Accountable Property
					<input type="checkbox"/> <input type="checkbox"/>
					<input type="checkbox"/> <input type="checkbox"/>
					<input type="checkbox"/> <input type="checkbox"/>

Estimated Freight Costs (if not FOB Destination)

Special instructions/remarks:

***Payment Method (please check one):**

Invoice Municipality Invoice COPA P-Card Donation Other

Specify P-card # Expiration date:

***Approved By:**

Name: **Date/Time:**

Title: **Signature:**

Forwarded To:

Name: **Date/Time:**

Title:

General Notes / Remarks: