EPA

United States
**Environmental Protection Agency**
Washington, DC 20460

PROBWAS-ATZQ9F

**BANKCARD PROCUREMENT REQUEST/ORDER**

| | | |
|---|---|---|
| 29(a). Custodial Area | 1.Name of Originator: Brandon Walters | 2. Date of Requisition: 12/13/2017 |
| 29(b). Local Tracking / Miscellaneous | 3. Mail Code | 4. Telephone Number: (202) 564-1662 |
| | | 5. Date Item Required: 12/20/2017 |

6. Signature of Originator: ***CN=Brandon Walters/OU=DC/O=USEPA/C=US***

7. Recommended Procurement Method: ☐ Competitive ☐ Other than full and open competition ☒ Sole source small purchase

| 8. Deliver To (Project Officer) | 9. Address | 10. Mail Code | 11. Telephone Number |
|---|---|---|---|
| Brandon Walters | | | (202) 564-1662 |

12. Suggested Source (Name, Address, ZIP Code, Phone/Contact)
Name Herman Miller
Address https://store.hermanmiller.com/
City State Zip
Phone 888 798 0202 Contact

13. Amount of money committed is: ☐ Increase ☐ Decrease ☒ Original ☐ Cancellation

14. For Small Purchases Only: Contracting Office is authorized to exceed the amount shown in Block 26 by 10% or 100, whichever is less. ☐ Yes ☒ No

**15. Approvals**

| | | | |
|---|---|---|---|
| a. Branch/Office | Date | d. Property Management Officer/Designee | Date |
| b. Division/Office ***CN=Elizabeth Blackburn/OU=DC/O=USEPA/C=US*** Elizabeth Blackburn- ORD/IOAA | Date ***12/13/2017*** | e. Other (*Specify*) Approving Official ***CN=Robin Clarke/OU=DC/O=USEPA/C=US*** Robin Clarke | Date ***12/15/2017*** |
| c. Funds listed in Block 26 and Block 14 (if any) are available and reserved. (*Signature and phone number of Certifying Officer*) | Date | f. Other (Specify) Purchase Card Holder | Date |

| 16. Date of Order | 17. Order Number | 18. Contract Number (if any) | 19. Discount Terms |
|---|---|---|---|
| | | | |

| 20. FOB Point | 21. Delivery of FOB Point by ON or before (Date) | 22. Person Taking Order/ Quote and Phone Number |
|---|---|---|
| | | |

23. Contractor (*Name, Address, Zip Code*)

24. Type of Order ☐ a. Purchase — Reference your Quote (*See block 22*)

Please furnish the above on the terms specified on both sides of this order and on the attached sheets, if any, including delivery as indicated.

☐ b. Delivery provisions on the reverse are deleted. The delivery order is subject to the terms and conditions of the contract. (*See Block 19*)

☐ Oral ☐ Written ☐ Confirming

**25. Schedule**

| Item Number (a) | Supplies or Services (b) | Quantity Ordered (c) | Unit (d) | Estimated Unit Price (e) | Unit Price (f) | Amount (g) | Quantity Accepted (h) |
|---|---|---|---|---|---|---|---|
| 1 | 24" x 48" Renew Sit-to-Stand Table | 1 | Each | $1,999.00 | | 1,999.00 | |
| 2 | Shipping | 1 | Fee | $379.00 | | 379.00 | |
| | | | | | Total $ | 2,378.00 | |

**26. Financial And Accounting Data**

| | DCN (Max 7) | Budget/FYs (Max 4) | Appropriation Code (Max 6) | Budget Org/Code (Max 7) | Program Element (Max 9) | Object Class (Max 4) | SFO |
|---|---|---|---|---|---|---|---|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |

**(MAX 2)**

| | Amount (Dollars) | (Cents) | Site/Project (Max 8) | Cost Org/Code (Max 7) |
|---|---|---|---|---|
| 1 | $2,378 | 00 | | |
| 2 | | | | |
| 3 | | | | |

| 27. United States of America By (*Signature*) | 28. Typed Name and Phone of Contracting Officer | Phone |
|---|---|---|
| | | |

United States
**Environmental Protection Agency**
Washington, DC 20460

**PROCUREMENT REQUEST/ORDER**

**26. Financial And Accounting Data**

| | DCN (Max 7) | Budget/ FYs (Max 4) | Appropriation Code (Max 6) | Budget Org/ Code (Max 7) | Program Element (Max 9) | Object Class (Max 4) | Amount | Site/ Project (Max 8) | Cost Org/ Code (Max 7) |
|---|---|---|---|---|---|---|---|---|---|
| 4 | | | | | | | | | |
| 5 | | | | | | | | | |
| 6 | | | | | | | | | |
| 7 | | | | | | | | | |
| 8 | | | | | | | | | |
| 9 | | | | | | | | | |
| 10 | | | | | | | | | |
| 11 | | | | | | | | | |
| 12 | | | | | | | | | |
| 13 | | | | | | | | | |
| 14 | | | | | | | | | |
| 15 | | | | | | | | | |
| 16 | | | | | | | | | |
| 17 | | | | | | | | | |
| 18 | | | | | | | | | |
| 19 | | | | | | | | | |
| 20 | | | | | | | | | |
| 21 | | | | | | | | | |
| 22 | | | | | | | | | |
| 23 | | | | | | | | | |
| 24 | | | | | | | | | |
| 25 | | | | | | | | | |
| 26 | | | | | | | | | |
| 27 | | | | | | | | | |
| 28 | | | | | | | | | |
| 29 | | | | | | | | | |
| 30 | | | | | | | | | |

**29. Additional Information**

| 29 (a) Custodial Area | 29 (b) Local Tracking / Miscellaneous |
|---|---|
| | |

United States
**Environmental Protection Agency**
Washington, DC 20460

**PROCUREMENT REQUEST/ORDER**

**25. Schedule**

| Item Number (a) | Supplies or Services (b) | Quantity Ordered (c) | Unit (d) | Estimated Unit Price (e) | Unit Price (f) | Amount (g) | Quantity Accepted (h) |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | Total $ | 2,378.00 | |