

## Copy Work Obtained From A Commercial Source

In accordance with 314 DM 10, copy work was obtained as provided below.

**Criteria:**

- Quantities must not exceed the "500/2500" copying rule; AND
- The cost not exceeding \$500 is charged to the employee's purchase card; AND
- Work is being produced while employee is on official travel or attending a conference; OR
- Resources (including GPO) are not readily available (e.g., within the immediate area where the work is required to be accomplished) or accessible (e.g., requirements emerge after hours or on weekends) to the employee to obtain the work within the required time frame.

Date Work Obtained:	Commercial Vendor ( <i>include address</i> ):	Object Class: 242A
Type of Product:	Number of Copies:	Cost:
<b>Reason for using commercial vendor</b> ( <i>enter an X in the appropriate block</i> ):		
Official Travel	Attending a Conference	Resources not readily available or accessible
Cardholder Name:	Phone:	E-mail:
For Use by the Bureau Printing Officer		

**Email this form to:(Bureau Printing Officer)**

DI Form XXXXR

*This form is reproducible and intended for use electronically.*