

**DEPARTMENT OF THE INTERIOR
REQUEST FOR REPROGRAPHIC EQUIPMENT**

1. P&P Control Number (leave blank)

2. Date of Request	3 Date Required for Installation	Department of the Interior Division of Printing and Publications 18th & C Streets, N W , Room 1307 Washington, D C 20240 Telephone No FTS 343-6748 Comm (202) 343-6748
4 From (include zip code)	5 Thru (include zip code)	
7 Type of Request (check appropriate boxes) <input type="checkbox"/> New Installment <input type="checkbox"/> Replacement <input type="checkbox"/> Purchase <input type="checkbox"/> Other (specify) _____ <input type="checkbox"/> Rental Plan _____		6 To Department of the Interior Division of Printing and Publications 18th & C Streets, N W , Room 1307 Washington, D C 20240 Telephone No FTS 343-6748 Comm (202) 343-6748
8 Copier Duplicator (check appropriate box) <input type="checkbox"/> Duplicator, Mimeograph, Offset <input type="checkbox"/> Total Copy Systems <input type="checkbox"/> Transparency Maker <input type="checkbox"/> Copier <input type="checkbox"/> Master Maker <input type="checkbox"/> Other (specify) _____ <input type="checkbox"/> Collator		
9 Exact Location (include room number)	10 Special Capabilities (check appropriate boxes) <input type="checkbox"/> Size for Size Large Document Copier <input type="checkbox"/> Bond Paper <input type="checkbox"/> Collating <input type="checkbox"/> Computer Form Feeder <input type="checkbox"/> Automatic Feeder <input type="checkbox"/> Other (specify) _____ <input type="checkbox"/> Document Feeder <input type="checkbox"/> Reduction	

11a Requested Vendor and Model

11b Justification (Include supporting documentation on separate sheet if necessary)

12 Monthly Estimated Volume	14a Signature (Requesting Office)	
13 List all equipment located within the same building, including monthly volumes and room numbers	Telephone No (include area code)	Date
	14b Signature (Headquarters Authorized Approving Official)	
	Telephone No (include area code)	Date
	FOR DEPARTMENTAL USE ONLY	
15. Action Taken (leave blank)		
16. Equipment Recommended		
17. Method <input type="checkbox"/> Purchase <input type="checkbox"/> Rented	Rental Plan	
18. Signature (Reprographic Management)	Date	