

ICS 213 Resource Request		Instructions: USE BLACK OR BLUE PEN ONLY.			Filled at: DOC [] EOC []	
Requestor completes Items 1-9. Logistics completes Items 11-17. Finance completes Items 18 - 25. Plans completes 24 - 28.						
1. Incident Name:		2. Requestor: Name, ICS Position & Phone #:		3. Date/Time Requested:		4. Dept Code and Request #
5. Order Info: (Use separate forms to request dissimilar resources, priorities, or delivery locations) Mission: (What are you trying to accomplish, e. g. sheltering 50 people, 1 week)						
Quantity	Description of Resource Requested: specification, size, capacity, operator needed, kind, type, packaging, unit of measure	Estimated Delivery Date & Time:		*Logistics to Complete		
				Unit Cost*	Total	
6. Alternate Resource and/or Suggested Sources:					S & H:	
					Taxes:	
					Total:	
7. Deliver To (Street Address):				8. Receiving Contact Name and Phone #:		
9. Priority (check one): ____ Immediate 0 - 4 hrs ____ Critical 5-11 hrs ____ Scheduled 12+hrs				10. Operations Chief Approval:		Date/Time:
11. Supplier Name:		12. Supplier ID:		13. Supplier Contact Info.:		
14. Logistics Notes						
15. Ordered Date and Time:		16. Ordered By (purchaser) & Phone #:		17. Logistics Chief Approval:		Date/Time:
						NOTE: Do not forget to include unit cost, total price per requested commodity and the overall total
18. Account:		19. Fund:	20. Authority:		21. Dept. Code:	22. Project:
23. Activity:						
24. Finance Notes:					25. Finance Chief Approval:	
					Date/Time:	
26. Situation Status Unit:		Date/Time:		27. Resources Unit:		Date/Time:
28. Documentation Unit:				Date/Time:		

Requestor

Logistics

Finance

Plans