

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