



**AID FORM 518-4 SUPPLIES/EQUIPMENT/SERVICES-REQUISITION**

**PRIVACY ACT STATEMENT**

**Authorities:** The following statement is required by the Privacy Act of 1974, 5 U.S.C. § 552a.

**Purpose:** The information on this form is solely used to receive, process, and maintain requests for supplies, equipment, and services.

**Routine Uses:** No one other than the Management Bureau, Office of Management Services, Headquarters Management Division (M/MS/HMD), will have access to this form and information.

**Disclosure:** Disclosure is voluntary. However, without the requested information, M/MS/HMD will not be able to process any requests.

**FOR USE OF OFFICE OF ADMINISTRATIVE SERVICES**

**SECTION I.**

Purchase Order Number:

Requisition Number:

**SECTION II.**

**TO: (Check appropriate box).**

Consolidated Property and Services Division Management/Management Services/Headquarters Management Division (M/MS/HMD), (Clearance, Printing Graphics and Supply Processing)

Automation Support (Management/Cheif Information Office (M/CIO) (Clearance on Automatic Data Processing (ADP) Procurement)

Administrative Purchasing Division (M/MS/HMD), (Final Order Processing)

**SECTION III.**

Authorizing Official (Typed Name):

Title:

Signature:

Date Issued:

Date Required:



**USAID**  
FROM THE AMERICAN PEOPLE

**SECTION IV.**

Item Number	Description of Material or Services Required	Quantity	Unit of Issue
-------------	--	----------	---------------

For Management/  
Administrative  
Services (M/MS)  
Use **\*ONLY\***



**USAID**  
FROM THE AMERICAN PEOPLE

Justification:

---

**SECTION V.**

Priority

Routine (20 Days)

Urgent (5 Days)

Additional justification, if urgent:

---

**SECTION VI.**

**DELIVER TO**

**FUNDING INFORMATION**

Name:

Room Number:

Phone Number:

Appropriation:

Division:

Branch:

Obligation:

Received by:

Date:



**USAID**  
FROM THE AMERICAN PEOPLE

## INSTRUCTIONS FOR COMPLETING AID FORM 518-4

**SECTION I.** Enter the purchase order number and requisition number. This part should be completed by Office of Administrative Services (M/MS).

**SECTION II.** Select office this request should be sent. Select appropriate box.

**SECTION III.** Enter name of the Authorizing Official, Title, Date Issued, Date Required and Signature.

**SECTION IV.** Enter list of Material or Services Required. Include following details: Item Number, Description of Material or Services Required, Quantity, Unit of Issue. The last column in this section is reserved for use by M/MS only. Enter Justification for requested material or services.

**SECTION V.** Select priority for this request. If urgent is selected, enter justification.

**SECTION VI.** Enter delivery information such as Name, Room number, Phone number, Division, Branch, Received by and Received Date. Enter funding information such as Allotment, Appropriation and Obligation.