Resource Request Message (ics 213 RR)

| **1. Incident Name:** | **2. Date/Time**  | **3. Resource Request Number:** |
| --- | --- | --- |
| **Requestor** | **4. Order** (Use additional forms when requesting different resource sources of supply.)**:** |
| Qty. | Kind | Type | Detailed Item Description: (Vital characteristics, brand, specs, experience, size, etc.) | Arrival Date and Time | Cost |
| Requested | Estimated |
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| **5. Requested Delivery/Reporting Location:** |
| **6. Suitable Substitutes and/or Suggested Sources:** |
| **7. Requested by Name/Position:** | **8. Priority:** ⬜ Urgent ⬜ Routine ⬜ Low | **9. Section Chief Approval:** |
| **Logistics** | **10. Logistics Order Number:** | **11. Supplier Phone/Fax/Email:** |
| **12. Name of Supplier/POC:** |
| **13. Notes:** |
| **14. Approval Signature of Auth Logistics Rep:** | **15. Date/Time:** |
|  | **16. Order placed by (check box):** ⬜ SPUL ⬜ PROC |
| **Finance** | **17. Reply/Comments from Finance:** |
| **18. Finance Section Signature:** | **19. Date/Time:** |
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