**UNIT LETTERHEAD**

1700

 MCCS

 [Date]

From: Commanding Officer/Inspector Instructor, [Unit Name]

To: Marine Forces Reserve, Marine Corps Community Services,

 Semper Fit Director, 2000 Opelousas Ave New Orleans, LA 70146

Subj: REQUEST FOR ACCOUNTABLE EQUIPMENT SUPPORT

Ref: (a) MCO 1700.29

1. Per the reference, request funding for unit recreational and intramural Sports equipment:

 a. Unit Name:

 b. RUC/MCC:

 c. Unit SFO POC: (name, email, phone)

 d. Number on T/O: (total)

 1) AD: (total)

 2) AR: (total)

 e. Preferred Vendor Information:

 1) Vendor Name:

 2) Vendor POC: (name, email and phone)

 3) Total Cost:

 f. Alternate Vendor Information:

 1) Vendor Name:

 2) Vendor POC: (name, email and phone)

 3) Total Cost:

 g. Alternate Vendor Information:

 1) Vendor Name:

 2) Vendor POC: (name, email and phone)

 3) Total Cost:

2. Purpose. [Include why equipment is essential, negative impact if not obtained, specific use of equipment, etc. If unit is a tenant on another Branch’s site, then documentation that Command could/would not fulfill this request must be provided in writing and signed by Host Branch CO.]

3. Preferred Vendor Justification. [Input the reason why you have chosen this vendor as a preferred vendor vice going with Servemart, ABILITYONE, DODEMALL, or GSA who will always be the government’s preferred vendor. Give a reasonable explanation for example:

“After thorough market research of requested item(s), the selected vendor was chosen as a result of:

a) item(s) not found within the database(s) of Servemart, ABILITYONE, DODEMALL, or GSA;

b) item(s) found within database(s) of Servemart, ABILITYONE, DODEMALL, or GSA but the preferred vendor provided the government a savings of [enter $ amount saved], or;

c) item(s) were found in the database(s) of Servemart, ABILITYONE, DODEMALL, or GSA but item(s) are currently out of stock or on backorder.

NOTE:

Please always include with request package a print out of all searches done on Servemart, ABILITYONE, DODEMALL, or GSA. If this documentation is not included your request will not be processed.

4. The attached quotes provide the documentation of fees for this request. Unit SFO POC has confirmed that the total requested amount does not exceed the $3,000 GCPC micro-purchase max and has verified that the preferred vendor is willing to accept credit card payments over the phone/online. Also the SFO has verified that the purchase is tax exempt, will not be processed via third party (PayPal, phone fees, etc.), and has confirmed that all shipments/orders will be “FOB (Freight-On-Board): Destination” as directed.

Once delivered to the specifications, the unit will update it’s CMR to reflect all items awarded. SFO will email a signed/scanned copy and an Excel spreadsheet copy to MFR Semper Fit within 10 days of delivery, which will serve as an official acceptance of the purchase. Unit understands that if an updated CMR is not received by Semper Fit as requested, then any and all future equipment requests will not be processed until Semper Fit has received both versions of the updated CMR via email.

 (CO SIGNATURE)

 [Print CO/OIC Name]

SFO CHECKLIST

All steps must be initialed and completed by SFO before submitting to Semper Fit for review and processing of requests of non-perishable supplies.

1. SFO has successfully completed a search for item(s) in the following sources of supply (Servemart, ABILITYONE, DODEMALL, or GSA) as required. \_\_\_\_\_\_\_\_\_\_
2. SFO has attached printouts from each website showing search was conducted as required. \_\_\_\_\_\_\_\_\_\_
3. SFO has reviewed quote from vendor to verify that no taxes or credit card fees are included in quote. \_\_\_\_\_\_\_\_\_\_
4. SFO has specifically requested and verified that quote states the shipment is FOB: Destination. \_\_\_\_\_\_\_\_\_\_
5. SFO has verified and reviewed that quote includes total price for order to include shipping fees. \_\_\_\_\_\_\_\_\_\_
6. SFO has verified that vendor has been notified that partial payments will not be authorized. \_\_\_\_\_\_\_\_\_\_
7. SFO has notified the vendor that all orders must be able to be filled and cannot be on backorder (Fill or Kill). \_\_\_\_\_\_\_\_\_\_
8. SFO has notified and verified that the vendor will not use a Third Party processing system (PayPal, phone fees, etc.). \_\_\_\_\_\_\_\_\_\_
9. SFO has verified that the order will arrive in a timely manner and that a solid POC for the delivery site has been provided to the vendor. \_\_\_\_\_\_\_\_\_\_
10. SFO has verified and confirmed that the vendor is willing to take payment over the phone or the availability of payment via a secure online website. \_\_\_\_\_\_\_\_\_\_