

Resource Request Message

ICS-213 RR CG (08/04)

1. Incident Name:		2. Date/Time:		3. Resource Request Number:				
4. ORDER Note: Use additional forms when requesting different resource sources of supply								
Requestor	Qty.	Kind	Type	Detailed Item Description: (Vital characteristics, brand, specs, experience, size, etc.)	Arrival Date and Time		Cost	
					Requested	Estimated		
5. Requested Delivery/Reporting Location:								
6. Suitable Substitutes and/or Suggested Sources:								
7. Requested by Name/Position:			8. Priority: (circle) Urgent Routine Low		9. Section Chief Approval: Date/Time:			
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):		<input type="checkbox"/> SPUL	<input type="checkbox"/> PROC					
17. Reply/Comments from Finance:								
18. Finance Section Signature:				19. Date/Time:				

Requestor fills out items 1-8 and keeps green copy (top); logistics fills in remainder of item 4 and items 9-15 and keeps pink copy (bottom); finance, if needed fills out appropriate items and keeps yellow copy. Blue copy is returned to requestor, white copy goes to documentation

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