



SEOC Logistics Request Form

Requestor/Caller Information			
Name:			
Agency:			
Contact Number 1:		Contact Number 2:	
Email:			
REQUEST (Commodity or Consumable*)			
Item(s) Requested (e.g. Resource Name, Task Description, NIMS Kind and Type)			
Quantity / Specifications			
When Needed?			
Can you pick up?	Pick-up Location?	Drop-off Location?	Staging Location?
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Approved by Authorized Requester			
YES NO		Name:	
SEOC Receiving Logistics Desk ONLY			
Call Taker Name:	Date:	Time of Call:	Ticket # _____

**Commodity:* equipment, service, or expertise that can be re-used immediately or after service or re-supply.

Consumable: something that is completely consumed and must be resupplied to be available again.