

**Forest Service Handbook
National Headquarters - Washington Office
Washington, DC**

**Forest Service Handbook 6509.11f – Working Capital Fund Accounting Operations Handbook
Chapter 20 - Capitalization of Assets**

Amendment: 6509.11f-Amendment 5

Effective date: March 1986

Duration: This amendment is effective until superseded or removed.

Approved by:

Date approved:

Responsible Staff:

Last Change:

Superseded Document(s):

Digest:

Forest Service Handbook 6509.11f – Working Capital Fund Accounting Operations Handbook

Chapter 20 - Capitalization of Assets

Amendment: 6509.11f-Amendment 5

Effective date: March 1986

24.2 - Exhibit 1

MOTOR VEHICLE REQUISITION – DELIVERY ORDER				Please read the instructions on the back.		FOR GSA USE ONLY																																					
1. REQUISITIONER (Name and address, including ZIP Code) USDA Forest Service, R-3 517 Gold Avenue, SW Albuquerque, New Mexico 87102 FTS 474-6558		2. VEHICLE DELIVERY ADDRESS (If different than Item 3) USDA Forest Service 517 Gold Avenue, SW Albuquerque, New Mexico 87102		3. AGENCY ORDER NO. 4. AGENCY ORDER NO. R3-24-85		5. COLOR(S) DESIRED 14260																																					
3. CONSIGNEE MAILING ADDRESS (Including ZIP Code) THIS ITEM MUST BE COMPLETED. Name: Santa Fe National Forest No. Street: Bruns Hospital Area City, State: Santa Fe, New Mexico & ZIP Code: 87501				6. FOR REQUESTING AGENCY USE 1-1234 1-1238 1-1235 1-1239 1-1236 1-1240 1-1237																																							
Accounting Data <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">T/C</td> <td style="text-align: center;">AGENCY</td> <td style="text-align: center;">UNIT</td> <td style="text-align: center;">MANAGEMENT CODE</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">11</td> <td style="text-align: center;">97</td> <td style="text-align: center;">988885</td> </tr> </table>				T/C	AGENCY	UNIT	MANAGEMENT CODE	2	11	97	988885																																
T/C	AGENCY	UNIT	MANAGEMENT CODE																																								
2	11	97	988885																																								
7. AGENCY BILLING ADDRESS (Fund code, if needed)				8. FEDSTRIP DATA (For completion by requisitioner) <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>DOC. ID.</th> <th>ROUTING ID.</th> <th>M & S</th> <th>FED STOCK CODE</th> <th>NIIN</th> <th>ADDITIONAL</th> <th>QUANTITY</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1-3</td> <td style="text-align: center;">4-6</td> <td style="text-align: center;">7</td> <td style="text-align: center;">8-11</td> <td style="text-align: center;">12-20</td> <td style="text-align: center;">21-22</td> <td style="text-align: center;">25-29</td> </tr> <tr> <td style="text-align: center;">A00</td> <td style="text-align: center;">GW0</td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">00007</td> </tr> </tbody> </table>				DOC. ID.	ROUTING ID.	M & S	FED STOCK CODE	NIIN	ADDITIONAL	QUANTITY	1-3	4-6	7	8-11	12-20	21-22	25-29	A00	GW0					00007															
DOC. ID.	ROUTING ID.	M & S	FED STOCK CODE	NIIN	ADDITIONAL	QUANTITY																																					
1-3	4-6	7	8-11	12-20	21-22	25-29																																					
A00	GW0					00007																																					
9. FEDERAL STANDARD UNITS a. Indicate with "X" in column (a), the Federal Standard applicable to the equipment being requisitioned. In column (b), show the "alpha" character for the standard used.				<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3">REQUISITION NUMBER</th> <th>SUPPLEMENTARY ADDRESS</th> <th>S I G</th> <th>FUND</th> <th>DISTRIBUTION</th> <th>PROJECT</th> <th>PRIORITY</th> </tr> <tr> <th>REQUISITIONER</th> <th>DATE</th> <th>SERIAL NO.</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">30-35</td> <td style="text-align: center;">36-39</td> <td style="text-align: center;">40-43</td> <td style="text-align: center;">45-50</td> <td style="text-align: center;">51-52</td> <td style="text-align: center;">53</td> <td style="text-align: center;">54-56</td> <td style="text-align: center;">57-59</td> <td style="text-align: center;">60-61</td> </tr> <tr> <td style="text-align: center;">128371</td> <td style="text-align: center;">0283</td> <td style="text-align: center;">3024</td> <td style="text-align: center;">128379</td> <td style="text-align: center;">L</td> <td style="text-align: center;">To</td> <td></td> <td></td> <td style="text-align: center;">15</td> </tr> </tbody> </table>				REQUISITION NUMBER			SUPPLEMENTARY ADDRESS	S I G	FUND	DISTRIBUTION	PROJECT	PRIORITY	REQUISITIONER	DATE	SERIAL NO.							30-35	36-39	40-43	45-50	51-52	53	54-56	57-59	60-61	128371	0283	3024	128379	L	To			15
REQUISITION NUMBER			SUPPLEMENTARY ADDRESS	S I G	FUND	DISTRIBUTION	PROJECT	PRIORITY																																			
REQUISITIONER	DATE	SERIAL NO.																																									
30-35	36-39	40-43	45-50	51-52	53	54-56	57-59	60-61																																			
128371	0283	3024	128379	L	To			15																																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>(a) STANDARD</th> <th>(b)</th> <th>EQUIPMENT</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">122</td> <td></td> <td>Sedans and station wagons</td> </tr> <tr> <td style="text-align: center;">307</td> <td></td> <td>Light truck 4x2</td> </tr> <tr> <td style="text-align: center;">X 292</td> <td style="text-align: center;">K</td> <td>Light trucks 4x4</td> </tr> </tbody> </table>				(a) STANDARD	(b)	EQUIPMENT	122		Sedans and station wagons	307		Light truck 4x2	X 292	K	Light trucks 4x4	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>10. ESTIMATED COST</th> <th>a. UNIT COST</th> <th>b. TOTAL COST</th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: center;">\$6,250.00</td> <td style="text-align: center;">\$43,750.00</td> </tr> </tbody> </table>				10. ESTIMATED COST	a. UNIT COST	b. TOTAL COST		\$6,250.00	\$43,750.00																		
(a) STANDARD	(b)	EQUIPMENT																																									
122		Sedans and station wagons																																									
307		Light truck 4x2																																									
X 292	K	Light trucks 4x4																																									
10. ESTIMATED COST	a. UNIT COST	b. TOTAL COST																																									
	\$6,250.00	\$43,750.00																																									
b. Select the desired item and options (if required) from the Federal Standard, marked above, and show the complete standard item number and standard option code designation (as required). <table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; padding: 2px;">STD ITEM NO. 1615</td> <td style="border: 1px solid black; padding: 2px;">OPTION CODE(S) E12116A1F</td> </tr> </table>				STD ITEM NO. 1615	OPTION CODE(S) E12116A1F	11. REMARKS (If any) Show on reverse of the form. 12. REQUISITIONING OFFICER a. NAME AND TITLE C. M. Paletti Acting Regional Engineer b. TELEPHONE NUMBER(S) (X) FTS 474-6558 (505)766-6558 c. SIGNATURE d. DATE SIGNED 1/15/85																																					
STD ITEM NO. 1615	OPTION CODE(S) E12116A1F																																										
c. MARK HERE IF NONSTANDARD <input type="checkbox"/> See Instructions on the back for ordering nonstandard items.																																											
CONTRACT AWARD DATA (For GSA use only)				CONTRACT AWARD DATA (For GSA use only)																																							
CONTRACTOR'S NAME				CONTRACT NO.																																							
SOLICITATION NO.				CONTRACT DATE																																							
TCP				GS-00S																																							
DISCOUNT TERMS				UNIT PRICE																																							
\$ in days				\$																																							
Time of Shipment				TOTAL PRICE																																							
days after receipt of award				\$																																							
ASSEMBLY POINT <input type="checkbox"/>				NAME																																							
INSPECTION POINT <input type="checkbox"/>				PROCUREMENT AGENT																																							
DELIVERY F.O.B.				SIGNATURE																																							
<input type="checkbox"/> DESTI <input type="checkbox"/> ORIGIN <input type="checkbox"/> FAS VESSFL (Specify)																																											
GENERAL SERVICES ADMINISTRATION				GSA FORM 1781 (REV. 2-81)																																							