

REQUEST TO ADD ITEM(S) TO GSA RETAIL STOCK

NAME OF REQUESTING AGENCY	DATE
ADDRESS	To: GSA SELF-SERVICE STORE AND/OR CUSTOMER SUPPLY CENTER NUMBER
REPLY TO THE ATTENTION OF	

SECTION I - ITEMS REQUESTED

Please add the following item(s) to the inventory of the retail outlet:

PART NO. OR NSN (a)	BRAND NAME AND/OR NOUN DESCRIPTION (b)	UNIT OF PUR- CHASE (U/P) (c)	MONTHLY DEMAND IN (U/P) (d)	CUSTOMER SOURCE OF SUPPLY (e)	UNIT COST (f)	FOR GSA USE ONLY <i>((i)=(d)X(f)X12) - ((d)X(h)X12)</i>		
						SOURCE: BPA OR DEPOT (g)	UNIT COST (h)	GOVERN- MENT SAVINGS (i)

SECTION II - AGENCY CERTIFICATION

I have examined the options open to me as to the source of supply and quality of our requirements and certify that the above items are best suited for our official use and purpose.

AGENCY OFFICIAL (<i>Name and Title</i>)	SIGNATURE	TELEPHONE NUMBER
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SECTION III - CONCURRENCE

TITLE (<i>Type name above title</i>)	SIGNATURE	DATE
MANAGER, RETAIL OUTLET		
CHIEF, RETAIL SERVICES BRANCH		
DIRECTOR, CUSTOMER SERVICE BUREAU		

SECTION IV - APPROVED/DISAPPROVED

REGIONAL ADMINISTRATOR, GSA, OR DESIGNEE		
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Instructions for Completing GSA Form 2727

- 1.) In the top section, provide the name of the specific office and agency. Indicate the complete address including the building number and room number. Also give your full name and telephone number including the area code.
- 2.) In "section I", be as specific as possible. If obtainable from General Services Administration, (GSA) catalogs or schedules, supply the full stock number or other identifying numbers. If a specific brand name is the only one acceptable, please attach a justification as to why other brands are not acceptable. Supply the most current monthly demand, source of supply (i.e. private section or other government agency) and the unit price.
- 3.) "Section II" must be signed by an agency official authorized to commit funds for the agency requesting the items.
- 4.) Sections III and IV are to be completed by GSA.
- 5.) After completion, please forward the GSA Form 2727 to your servicing CSC.

Justification: