

**Equipment Order Form - Part 2**  
*USAccess Program*

Managed Service Office (MSO)  
 Order Manager's Signature

Date:

Item Number	Quantity	Equipment Type <i>(Mobile Credentialing Unit (MCU) Fixed Credentialing Unit (FCU) Printer, Light Activation (LA) Kit MCU to FCU)</i>	Purchase Order (PO) Number <i>(MSO will complete)</i>	Shared or Dedicated Site <i>(Mandatory Field)</i>	Site Code <i>(Required)</i>	Agency <i>(Mandatory Field)</i>	Sub-Agency	Please Complete Shipping Information Below	
1.									
2.									
3.									
4.									

Please list special receiving instructions, if any. Are incoming shipments required to undergo an inventory or screening process?	Shipping Address Header <i>(Mandatory Field)</i>	Shipping Address Header 1 <i>(Mandatory Field)</i>	Shipping Address Header 2	Shipping City <i>(Mandatory Field)</i>	Shipping State <i>(Mandatory Field)</i>	Shipping ZIP Code <i>(Mandatory Field)</i>	Ship to Point of Contact (POC) <i>(Mandatory Field)</i>	POC Email <i>(Mandatory Field)</i>	Requested Delivery Date <i>(Optional)</i>	MCU to FCU Conversion? Yes or No
1.										
2.										
3.										
4.										

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5.								
6.								
7.								
8.								

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5.										
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## INSTRUCTIONS

To ensure your order can be completed, please provide the correct shipping information and fill out as much as possible.

Item Number - A number assigned for each item with a unique shipping address; (i.e. Item 1 Quantity: 2, shipping address ##### Generic St. Anywhere USA #####.)  
This means 2 Units will be sent to this address. All items listed on a line will be sent to that address.

Quantity - The number of Units being shipped to the address.

Equipment Type (MCU, FCU, Printer, LA Kit, MCU to FCU): - Choose from the list the type of equipment being ordered, which includes the CLIN(s).

PO Number - Completed by the MSO Order Manager prior to sending the order to Perspecta. The PO Number includes a Type Prefix.

Shared or Dedicated - Select if the Credentialing Unit will be used at a Shared or Dedicated Site. *Note: This is a mandatory field.*

Site Code - Add the existing Site Code for this location. If this is for a new site then create a new site in the Site Manager tool before submitting the order and enter the system generated site code in this field. Site Codes are required for all equipment including Light Activation Kits and Printers.

Agency - The Agency placing the order. *This is a mandatory field.*

Sub-Agency - If the equipment is being ordered for a Sub-Agency, enter the Sub-Agency info.

Special Receiving Instructions - List special receiving instructions, if any. Are incoming shipments required to undergo an inventory or screening process?

Shipping Address Header - This is normally the name of the Organization receiving the equipment. *This is a mandatory field.*

Shipping Address 1 - The Street Address where items are being shipped. *This is a mandatory field.*

Shipping Address 2 - Additional Shipping or routing information.

Shipping City - The City where items are being shipped. *This is a mandatory field.*

Shipping State - Choose the State where items are being shipped. *This is a mandatory field.*

Shipping ZIP Code - Enter the ZIP Code where items are being shipped. *This is a mandatory field.*

Ship to POC - The person who should be notified of shipment. *This is a mandatory field.*

POC Email - The email of the POC for shipment notifications. *This is a mandatory field.*

POC Phone - The Phone Number of the POC for shipment notifications and questions. *This is a mandatory field.*

Requested Delivery Date - The date requested for delivery of the Units. *(Note there is an established lead time for acquiring items.)*

MCU to FCU Conversion? Yes or No - Note whether the equipment is an MCU to FCU conversion.