RESOURCES REQUEST (ICS-213-RR)

Incident Name:	Preparation Date/Time:	Resources Request #:

Requestor completes the entries below, including resource description, type/kind, quantity, delivery location, reporting date/time, priority (urgent/routine/low), and suggested source(s) of supply:						*Logistics/Finance completes the entries below, including tracking #, ETA, and cost:*		
Resource Description	Type/Kind	Quantity	Delivery Location	Reporting Date/Time	Priority	Tracking #	ETA	Cost

Suggested Source(s) of Supply *(use additional forms when requesting different sources of supply)*:

Requestor's Name/Position:	Telephone #:	Date/Time:	Supervisor Approval:	Date/Time:

Planning Section (Resources Unit) completes the following entries regarding the on-site availability of requested resources:

Is the request for tactical equipment or personnel resources? ☐ Yes ☐ No If yes, is the resource currently available (unassigned)? ☐ Yes ☐ No	Resources Unit Signature:	Date/Time:

Logistics Section (Supply Unit)/Finance Section (Procurement Unit) complete the following entries, including purchase order # and name of supplier/vendor:

Requisition/Purchase Order (PO) #:	Ordering Manager:	Logistics Section Signature:	Date/Time:
Name of Supplier/Vendor:	Supplier/Vendor Telephone #/Email:	Finance Section Signature:	Date/Time: