

ATTACHMENT 3

REQUEST FOR NEW PRODUCE ITEMS

Items marked with an asterisk are required

*Requested by: (Activity Name): _____

*Contract # _____

*CONUS (USA Stateside) or OCONUS (overseas) Request _____

*Troop Support (STORES) ____ or School Lunch/Tribe (USDA FFAVORS)? ____

DLA Stock # LSN (if available): _____

Vendor Part/Item # _____

*Complete Item Description: _____

*Form (whole, chopped, sliced, diced, etc.) _____

*Does this item require refrigeration? _____

*USDA Grade (If none state none): _____

Manufacture/Brand Name (if available): _____

Cost: Per Case: \$ Dist. Fee ____ Total Cost ____ Per Package

*Vendor's Unit of Measure (most important as **this is how the vendor prices the item for sale** (i.e. cs, co, pg, lb) _____

DLA Unit of Issue (How many individual units are contained within the Vendor Unit of Measure, (usually determined by cataloger). _____

Package Size: _____

*Case Weight: _____ Count Per Case (If Used) _____

Pack: Bulk ____ Individually Wrapped Portions _____

Item: Fresh _____ Chilled/Processed _____ Other _____

Estimated Monthly Usage: ____ Cases per month

Comments: Note: Provide a copy of this request to your DLA Catalog Account Manager to expedite stockage of the items desired.