Marine Corps Community Services, Marine Corps Ball Purchase Request (PR) for Venue, Memento's, DJ's and Photographers

For Contracting Use Only:
PR #:
Contract #:

Requestors Name:
Phone #:
Email:
Battalion & Location:

Date
Delivery Date: On ☐ By ☐ (Check one)

SOURCE: (Business Name and Complete Address)	**Phone, Point of Contact and e-mail of Business Rep**
	PHONE #:
	POC:
	E-mail:

Quantity	Detailed Description of Item OR Service, INCLUDE Item#	Unit	Unit Cost	Total Amt
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

Shipping Terms:		**Freight/Shipping Charges:**	
		Total:	0.00

Additional information or comments: Dates, Times, Location, NTE Amt, and any other information that maybe applicable.

APPROVAL BLOCKS: All below approvals MUST be routed for approval in the order below, this is a requirement for all Birthday Ball procurements.

X	**Preparer (person who filled out this form)**	Signature:	
		Date:	
		Print Name & Title:	
X	**Battalion Head (CO, SgtMaj)**	Signature:	
		Date:	
		Print Name & Title:	
X	**MCCS Finance**	Signature:	
		Date:	
		Print Name & Title:	

Line of Accounting:		Notes:
Please attach Statements of Work		
Market Research and Quotes	Is this a service? ☐ Yes ☐ No	