



Commonwealth of the Northern Mariana Islands  
**Criminal Justice Planning Agency**  
 1315 Anatahan Dr, Capitol Hill Saipan, MP 96950  
 Tel: (670) 6644550/1/2/4/6



## PURCHASE REQUISITION REQUEST FORM

<b>AGENCY</b>	
<b>DATE</b>	
<b>GRANT</b> (i.e. VOCA, VAWA, JAG)	
<b>PROJECT CODE</b>	
<b>REQUESTED/PREPARED BY</b>	
<b>VENDOR</b>	

<b>PURCHASE REQUISITION JUSTIFICATION:</b>	
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EXPENSE STRING	ITEM	QTY	PRICE	TOTAL
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
			<b>Total</b>	

**APPROVED BY:** \_\_\_\_\_  
Name, Signature, Title

**DATE:** \_\_\_\_\_

**FOR CJPA OFFICE USE ONLY:**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Requisition Number: \_\_\_\_\_ Requisition Input Date: \_\_\_\_\_

<b>Code</b>	<b>Long Description</b>
1FRINGE	FRINGE BENEFITS
1LUMPSUMAL	LUMP SUM PYMT OF ANNUAL LEAVE
1MERITAWAR	LUMP SUM MERIT AWARD
1OVERTIME	OVERTIME SALARIES
1SALARIES	WAGES & SALARIES
<b>Task</b>	<b>Description</b>
1TYPHDIFFE	TYPHOON DIFFERENTIAL
2ADJPERSEX	ADJUSTMENT PERS EXPENSE
2IRS	IRS UNEMPLOYMENT
2UNEMPINSU	UNEMPLOYMENT INSURANCE
3ADVERTISI	ADVERTISING
3BOARD&OTH	BOARD & OTHER COMPENSATION
3CLEANINGS	CLEANING SERVICES
3DUES&SUBS	DUES & SUBSCRIPTIONS
3FEDMEDTRE	FED MED TREATMENT
3FREIGHT&H	FREIGHT AND HANDLING
3LICENSE&F	LICENSE & FEES
3PERSTRNGC	PERSONNEL TRAINING COSTS
3PUBAUDITO	PUBLIC AUDITOR 1% FEE
3PRINT&PHO	PRINTING AND PHOTOCOPYING
3HONORARIU	HONORARIUM
3OTHERSERV	OTHER SERVICES & CHARGES
3PROFSRVS	PROFESSIONAL SERVICES
3RECRUITME	RECRUITMENT/REPATRIATION
3REPAIR&MA	REPAIR AND MAINTENANCE
4-RENTAL O	RENTAL OFFICE EQUIPMENT
4ADMINFEES	ADMINISTRATIVE FEES
4COMMUN	COMMUNICATIONS
4EQUIPUNDE	EQUIPMENTS UNDER \$5,000
4FUEL&LUBR	FUEL AND LUBRICATE
4INSURANCE	INSURANCE
4RENTALHEA	RENTAL HEAVY EQUIPMENT
4RENTALHOU	RENTAL HOUSING
4RENTALOFF	RENTAL OFFICE
4RENTALS	RENTALS OTHER
4RENTALVEH	RENTAL VEHICLES
4SUPPOFFIC	SUPPLIES OFFICE
4SUPPOPERA	SUPPLIES OPERATIONS
4TRAVEL	TRAVEL EXPENSES
4UTILITIES	UTILITIES

5BOOKS&LIB	5BOOKS&LIB
5CONSUMERS	CONSUMER SUPPLIES & SERVICES
5FOODITEMS	FOOD ITEMS
5MEDICAL-G	MEDICAL- GENERAL SUPPLIES
<b>5SUPPLIES</b>	<b>SUPPLIES</b>
6CAPASSET	CAPITAL ASSETS
7COMPUTERS	COMPUTER SYSTEMS & EQUIPMENT
7EQUIPMENT	EQUIPMENT
7MACHINERY	MACHINERY, TOOLS & EQUIPMENT
7MEDICALEQ	MEDICAL EQUIP & FURNITURES
7OFFICE FU	OFFICE FURNITURE & FIXTURES
7OFFICEEQU	OFFICE EQUIPMENT
7VEHICLEHE	VEHICLES HEAVY EQUIPMENT
7VEHICLESP	VEHICLES PUB SERV & ADMIN
9ADMINLEGA	ADMIN & LEGAL FEES
9ARCHENGIN	ARCHITECTURAL/ENGINEERING
9BUILDINGS	BUILDINGS
9CONSTRUCT	CONSTRUCTION
9CONTINGEN	CONTINGENCIES (NON-CIP)
9CONTRACTU	CONTRACTUAL
9CONTRIBUT	CONTRIBUTIONS/DONATIONS
9DEMO&REMC	DEMO & REMOVAL (NON-CIP)
9ELECTRICA	ELECTRICAL LIGHTING
9FPUC BENE	FPUC BENEFITS
9GRANTASST	GRANT ASSISTANCE
9IMPROVEME	IMPROVEMENTS
9INDIRECTC	INDIRECT COST
9LEASEHOLD	LEASEHOLDS
9LWAPBENEF	LWAP BENEFITS
9NAPBENEFI	NAP BENEFITS
9OTHER	OTHER EXPENSES
9PROJINSPE	PROJECT INSPECTION
9PUA BENE	PUA BENEFITS
9ROAD,STRE	ROAD, STREET & BRIDGES
9SCHOLARSH	SCHOLARSHIP AND GRANTS
9TRANSFERO	TRANSFER OUT - GOV'T AGENCY
OPERATING	OPERATING COSTS
PERSONNEL	PERSONNEL COSTS
FEMA	FEMA GRANT
OTHER	OTHER
TAX REV	TAX REVENUE