



State of Connecticut  
Department of Emergency Services and Public Protection  
Commission on Fire Prevention and Control



## Connecticut Fire Academy

### Equipment Requisition

*A requisition is a request for an item, not authorization to proceed with a purchase.  
The Program Manager or Director will inform you if a purchase order has been authorized*

**Item Needed:** *Provide a complete description; make (manufacturer) model #, stock #, vendor/store, catalog, page #, unit of measure (spool, gallon, case etc.). It is recommended to submit along with a quote from a State Approved Vendor. Items can only be purchased from a State Approved Vendor*

**Vendor Name:** \_\_\_\_\_  
(Suggested)

**Street Address:** \_\_\_\_\_

**City/Town:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Phone:** ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

**Email:** \_\_\_\_\_

1. Item Description: \_\_\_\_\_ ☐ New ☐ Replacement

Quantity: \_\_\_\_\_ Unit Cost: \$ \_\_\_\_\_ Measurement: \_\_\_\_\_ Subtotal: \$ \_\_\_\_\_

2. Item Description: \_\_\_\_\_ ☐ New ☐ Replacement

Quantity: \_\_\_\_\_ Unit Cost: \$ \_\_\_\_\_ Measurement: \_\_\_\_\_ Subtotal: \$ \_\_\_\_\_

3. Item Description: \_\_\_\_\_ ☐ New ☐ Replacement

Quantity: \_\_\_\_\_ Unit Cost: \$ \_\_\_\_\_ Measurement: \_\_\_\_\_ Subtotal: \$ \_\_\_\_\_

4. Item Description: \_\_\_\_\_ ☐ New ☐ Replacement

Quantity: \_\_\_\_\_ Unit Cost: \$ \_\_\_\_\_ Measurement: \_\_\_\_\_ Subtotal: \$ \_\_\_\_\_

5. Item Description: \_\_\_\_\_ ☐ New ☐ Replacement

Quantity: \_\_\_\_\_ Unit Cost: \$ \_\_\_\_\_ Measurement: \_\_\_\_\_ Subtotal: \$ \_\_\_\_\_

☐ Request continued on page(s): \_\_\_\_ to \_\_\_\_

☐ Quote Attached Date of Quote: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Shipping Cost: \$ \_\_\_\_\_

**Total Cost:** \$ \_\_\_\_\_

Programs the Item(s) will Support: \_\_\_\_\_

Justification: \_\_\_\_\_

Requested by: \_\_\_\_\_ Signature: \_\_\_\_\_  
Print Name

Date Needed by: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Date Submitted to Director of Training: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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Vendor Name: \_\_\_\_\_

6. Item Description: _____	<input type="checkbox"/> New <input type="checkbox"/> Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	
7. Item Description: _____	<input type="checkbox"/> New <input type="checkbox"/> Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	
8. Item Description: _____	<input type="checkbox"/> New <input type="checkbox"/> Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	
9. Item Description: _____	<input type="checkbox"/> New <input type="checkbox"/> Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	
10. Item Description: _____	<input type="checkbox"/> New <input type="checkbox"/> Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	
11. Item Description: _____	<input type="checkbox"/> New <input type="checkbox"/> Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	
12. Item Description: _____	<input type="checkbox"/> New <input type="checkbox"/> Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	
13. Item Description: _____	<input type="checkbox"/> New <input type="checkbox"/> Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	
14. Item Description: _____	<input type="checkbox"/> New <input type="checkbox"/> Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	
15. Item Description: _____	<input type="checkbox"/> New <input type="checkbox"/> Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	
16. Item Description: _____	<input type="checkbox"/> New <input type="checkbox"/> Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	
17. Item Description: _____	<input type="checkbox"/> New <input type="checkbox"/> Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	

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Vendor Name: \_\_\_\_\_

18. Item Description: _____	<input type="checkbox"/> New <input type="checkbox"/> Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	
19. Item Description: _____	<input type="checkbox"/> New <input type="checkbox"/> Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	
20. Item Description: _____	<input type="checkbox"/> New <input type="checkbox"/> Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	
21. Item Description: _____	<input type="checkbox"/> New <input type="checkbox"/> Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	
22. Item Description: _____	<input type="checkbox"/> New <input type="checkbox"/> Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	
23. Item Description: _____	<input type="checkbox"/> New <input type="checkbox"/> Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	
24. Item Description: _____	<input type="checkbox"/> New <input type="checkbox"/> Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	
25. Item Description: _____	<input type="checkbox"/> New <input type="checkbox"/> Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	
26. Item Description: _____	<input type="checkbox"/> New <input type="checkbox"/> Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	
27. Item Description: _____	<input type="checkbox"/> New <input type="checkbox"/> Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	
28. Item Description: _____	<input type="checkbox"/> New <input type="checkbox"/> Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	
29. Item Description: _____	<input type="checkbox"/> New <input type="checkbox"/> Replacement
Quantity: _____ Unit Cost: \$ _____ Measurement: _____ Subtotal: \$ _____	

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