



SEOC Logistics Request Form

Requestor/Caller Information

Name:

Agency:

Contact Number 1:

Contact Number 2:

Email:

REQUEST

(Remember CSALTT: Capability, Size, Amount, Location, Type, and Time)

Mission or item Requested. (Focus on the mission you are looking to accomplish as the resource to execute can vary)

Quantity / Specifications

When Needed?

Can you pick up?

Yes

No

Pick-up Location?

Drop-off Location?

Staging Location?

Approved by Authorized Requester

YES

NO

Name:

SEOC Receiving Logistics Desk ONLY

Call Taker Name:

Date:

Time of Call:

WebEOC # _____

*Commodity: equipment, service, or expertise that can be re-used immediately or after service or re-supply.

Consumable: something that is completely consumed and must be resupplied to be available again.