



DA Form 3953 - Purchase Requirements for Supplies and Equipment

Just the Facts

92-003-0195

SUPPLIES

- ◆ Supplies
- ◆ Equipment
- ◆ Purchase

This fact sheet provides information for ordering expendable and nonexpendable supplies up to \$24,999 or equipment with a unit price under \$1,000.

Background Information

Department of Army (DA) Form 3953, Purchase Request and Commitment, is a document used by the Army to order supplies/services. It is the first step in the procurement process and provides a means for review/approval before actual purchases are made.

Expendable items are those that are consumed and are not accounted for, such as pens, paper, paper clips, etc.

Nonexpendable items are those that are not consumed and are recorded and accounted for, such as copiers, furniture, lab equipment, etc.

Submission Guidelines

Routine requests (Priority 13): Submit an original DA Form 3953 with two carbon copies. Place carbons between the copies.

High priority requests (Priority 03 or 06): Submit an original DA Form 3953 with two carbon copies and a justification for the priority. Priority 03 or 06 is limited to true emergencies. An example of an emergency would be: "The task required an onsite survey for a chemical spill. Upon uncrating our equipment, we discovered it was damaged beyond repair. Due to the cost of the equipment, we purchased only one item. We need replacement equipment immediately."

The division chief and director must sign a priority justification or impact statement. Delegation of signature authority below these levels is prohibited. The DA Form 3953 with the priority justification is then hand-carried to the Logistics Division.

All requests are processed electronically unless otherwise requested by the user. Requests that are to be hand-carried by the Logistics Division are restricted to one item per document.

Medical requests (National Stock Number (NSN) 6500): Submit an original DA Form 3953 and five carbon copies.

Multiple items belonging to the same supply class may be listed on one form, but only one supply class may be listed (e.g., NSN 7110 and NSN 7125 cannot be listed on the same DA Form 3953). Some items require special approval that can be coordinated with the Logistics Division. The table lists examples of these items and special approval levels.

Include the following certification: "To the best belief and knowledge of the undersigned, this purchase request contains no requirements for Class I Ozone Depleting Substances (ODSs)."

Failure to accurately complete the DA Form 3953 may result in delayed receipt of items. If you are not sure how to complete the form, or if you have questions, call the Logistics Division at 671-4701 (Property) or 671-3476 (Equipment) for assistance.

Logistics Division
U. S. Army Center for Health Promotion and Preventive Medicine (Provisional)
Aberdeen Proving Ground, MD 21010-5422
DSN 584-2630 or Commercial 410-671-2630
email: mchbcl@aeha1.apgea.army.mil

TABLE. Items Requiring Special Approval.

ITEM	APPROVAL CATEGORY	PROPONENT APPROVAL DIVISION/DIRECTORATE
Printers, computers, etc.	Information Area Equipment	Information Management Division
Cameras, projectors, etc.	Visual Information	Visual Information Branch/Publications Management Division (PMD)
Meters, etc.	Test, Measurement, Diagnostic Equipment (TMDE)	Logistics Division
File cabinets, copiers, etc.	Records Management	Information Services Branch/PMD
Electron capture detectors, etc.	Radiation Protection Officer	Directorate of Occupational Health Sciences (DOHS)
Microwave ovens, etc.	Non-Radiation Protection Officer	DOHS
Air conditioners, etc.	Public Works	Department of Public Works, APGSA, Aberdeen Proving Ground
Fume hoods, etc.	Industrial Hygienists and Safety Officer	DOHS

REFERENCE: U.S. Army Center for Health Promotion and Preventive Medicine (Provisional) Pamphlet for Logistical Support (currently under development).