

For STAR Request  
Modified 213 RR

Company / Agency:

Name of Person making request:

Title:

24 hour Point of Contact:

24 hours Phone Number for POC:

Requester email:

Address for Delivery:

Address, State, Facility Zip

Latitude and Longitude if you have it:

Requested Product:

Quantity of Product:

Packaged: Each, Case, etc:

Date Needed:

Consumable Resource: Y or N

Returnable Resource: Y or N

How long do you need:

Description of Product:

Spec sheets, Additional info if available

Justification / Purpose of Request:

Be Detailed.

All supplies must be acquired locally, regionally first, then to the State.

Just saying “we need them” is not a sufficient justification (a vendor saying delivery schedule is unknown or not until June, July, etc., or later—is acceptable).

Email to: [john.henderson@wichitafallstx.gov](mailto:john.henderson@wichitafallstx.gov) and copy: [kent.smead@wichitafallstx.gov](mailto:kent.smead@wichitafallstx.gov)