

**RESOURCE REQUEST MESSAGE ICS-213RR TX**

Fax to # ( )

**Note to Requestor:** fill in all shaded areas for expedited service

<b>INCIDENT NAME:</b>	<b>DATE &amp; TIME:</b>	<b>FORM REQUEST #:</b>
<b>COUNTY / MOC TRACKING #:</b>	<b>CITY / HOSPITAL TRACKING #:</b>	<b>DDC TRACKING #:</b>

**ORDER NOTES:** Use additional forms when requesting different resource sources of supply

Qty.	Item <sup>†</sup>	Unit <sup>††</sup>	Detailed Item Description (kind, type, vital characteristics, brand, spec, size, etc.) <b>BE DESCRIPTIVE</b>	Cost (if known)	Demob Item? <sup>†††</sup>

<sup>†</sup> Item Name    <sup>††</sup> Unit of Measure: (case, ea, pallet, etc)    <sup>†††</sup> Demob: Will the item need to be included in Demobilization?

**\*Purpose for Request (REQUIRED):**

**\*Point of Contact Name:**                      **\*Point of Contact Telephone #:**                      **\*Facility Name:**

**\*Physical Address:**                      **\*City:**                      **\*County:**                      **\*State:**                      **\*Zip**

**\*Requested by (Name & Position):**                      **\*Requestor Telephone #:**                      **\*Requestor E-Mail:**                      **\*Priority:**

**Supervisor Signature/ Approval:**                      **X**                      **Date:**                      **Time:**

**Supervisor Notes:**

**Section Chief Signature/ Approval:**                      **X**                      **Date:**                      **Time:**

**Section Chief Notes:**

**Request filled by:**                       Local                       MACC/MOC                       PHR                       DDC                       SOC

**Route to:**                       Logs                       Finance                       Requestor                       Documentation

**Additional Notes/ Details:**

Requestor fills out items in yellow and keeps copy; each branch or section fills out their listed portion and keeps copy. This document, when used in conjunction with a unique WebEOC user account, can be considered an electronically signed copy.