

1. Incident Name:		Purpose: ICS Form 213RR is used by all incident personnel to request tactical and non-tactical resources (supplies, equipment, personnel and services).				Resource Request Message ICS Form 213RR		
2. Date/Time Prepared		A. Logistics Resource Request Number (assigned by Logistics Section):						
3. ORDER Note: One 213RR per funding source 3a. Funding Source (if known): ACCT # _____								
Requester	3c. Qty	3d. Unit	3e. Detailed description of resource requested (supplies, equipment, personnel, services) and, if applicable, staple attachments for purpose/use, diagrams, and other information.(Ops indicate if request is TACTICAL)	3f. Requested Reporting		3g. (RESL) Tactical? Y/N	3h. LSC/FSC	3i. PC PO
				Location:	Date/Time:		Vendor or Agency:	
							Vendor or PO #:	
							ETA:	
							Cost:	
							Vendor or Agency:	
							Vendor or PO #:	
							ETA:	
							Cost:	
							Vendor or Agency:	
							Vendor or PO#:	
							ETA:	
						Cost:		
4. Suggested source(s) of supply if known also Point-of-Contact phone number and suitable substitutes, if known :				5. Requester 5a. Requester Position and Signature: (Print Name)				
				5b. Contact Method/Number(s):				
				6. Section Chief/Command Staff Approval:			Date/Time:	
Logistics	7. LSC Notes:							
	8. Logistics Section Signature:						Date/Time:	
	9. Property Management Officer or Property Accountable Officer/Designee Signature:						Date/Time:	
	Was property available internally)? <input type="checkbox"/> Yes, reassign resources to incident. <input type="checkbox"/> No, then submit ICS Form 213 RR-EPA to EOC or FSC for processing.							
10. Order placed by (check box): <input type="checkbox"/> LOG <input type="checkbox"/> PROC <input type="checkbox"/> OTHER _____ DATE ORDER WAS PLACED _____ DATE RECEIVED _____								
Finance	11. Reply/Comments from Finance: <input type="checkbox"/> APPROVE <input type="checkbox"/> DENY ACCT # _____							
	12. Finance Section Signature:						Date/Time:	
Planning	13. RESL - Note availability of each resource request:							
	14. RESL Review/Signature:						Date/Time:	
Full instructions and routing information on back page. Requester fills all white areas, as well as block 4, if suggested source is known. Requester obtains appropriate Section Chief or Command Staff approval in block 6. Requester submits to Logistics.								