



**Contracting**

**NONAPPROPRIATED FUND CONTRACTING**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 64-301, 18 April 1994, is supplemented as follows:**

The Paperwork Reduction Act of 1974 as amended in 1996 and AFI 37-160, Volume 8, *The Air Force Publications and Forms Management-Developing and Processing Forms*, affects this publication.

**SUMMARY OF REVISIONS**

The revision of this publication is to meet the format standards required by the Air Force. No content material has changed. Some required format changes have been made to allow for the conversion process.

4.6. (Added) The Nonappropriated Fund (NAF) Contracting Officer is the project officer for 30 SW Form 474, **Request for Purchase/Receiving Report**. Each facility manager (or authorized person) who needs to order supplies, get items for resale, or repair any item which Services has, must fill out the 30 SW Form 474. Complete the blocks labeled—branch/section, activity code, date, item number, complete item description, unit, unit price, and total. At the bottom of the form, fill in the vendor's name and sign the request for purchase in the block labeled "Requested by." After the 30 SW Form 474 is submitted to the NAF Purchase Office, they will prepare a purchase order from the information submitted on the form. This form is also used by the activities as a receiving report for the Blanket Purchase Agreements in use.

**8. Forms Prescribed: (Added) 30 SW Form 474, Request for Purchase/Receiving Report..**

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