

APPENDIX E: REQUEST FOR RESOURCES

Requesting Community:			
Person placing request:			
How urgent is this request?	Need it within (circle)		
	<4 hours	8 hours	12 hours
			Next day
			2 days
Material/Items Requested (be specific- give numbers, sizes, etc.):			
Exact location for delivery:			
Required time for delivery:			
Critical Issues (safety, warnings, road closures, how do we unload items):			
Received time/date:			
Where did it come from?			
Who do we contact for return?			
PREPARED BY:		AUTHORISED BY:	
POSITION:		POSITION:	
TIME:	DATE:	TIME:	DATE: