

PTS Request Template

Fiscal Year:	
Department:	
Procurement Type:	
Short Description:	
Estimated Amount:	\$
PR Number (if applicable):	
Lease Number (if applicable):	
Location (city):	
Agency Contact:	

Please note that all fields except PR & Lease Number are mandatory.

Upon completion, print or save document and email to Division of General Services
doa.dgs.info@alaska.gov

Do Not Write in the Space Below - For Office Use Only
PTS#: