

Memorandum for Record

Subject: **New Food Service Equipment Ordering Procedures**

- 1 Effective June 3, 2006 the Army Prime Vender Food Service Equipment (FSE) program for all regions is no longer in use. The new procedures for ordering FSE will be to go through the traditional supply channel methods and submit to Defense Supply Center, Philadelphia (DSCP)
2. Procedures for acquiring new Food Service Equipment are listed below:
3. Customers obtain equipment funding through normal funding procedures.
4. Use appropriate documents and automation to request FSE funds IAW local procedures (Department of Defense Form (DD) 1149, Department of Defense Form(DD) 1348-6, Department of Army Form (DA) 2765-1, Standard Form (SF) 344, Unit Level Logistics System (ULLS), Property Book Unit Supply Enhanced (PBUSE), and FEDLOG).
5. DSCP is currently reviewing the standard pricing of equipment items and updating to reflect current pricing. When this update is completed, the items and prices will be posted to DSCP's website: <http://www.dscp.dla.mil/subs/pv/fse/index.asp>
6. Customers can use this pricing information when formulating their open purchase document estimates. It is anticipated this information will be posted to the website by 6 June 2006.
7. Once funded, submit requisitions directly to the local Installation Property Book Manager for processing.
8. Customer orders may be placed with DSCP via military standard requisitioning and issue procedures (MILSTRIP) or other means to include electronic mail or facsimile.