

# FORM 213 - Resource Request

<b>1. Incident Name</b>					
	<b>2. To</b>				
	<b>3. From</b>				
	<b>4. Message:</b>	Emergency Purchase Notification	<b>5. Date</b>		<b>6. Time</b>
<b>7. State the reason for your emergency request</b>					
<b>8. List and describe the items and quantities (supplies/resources) being requested to procure</b>					
<b>9. Acknowledged by</b>					
<b>Name</b>					
<b>Signature</b>					
<b>Position/Title</b>					
<b>Date</b>					

## 213 General Message/Resource Instructions

**Purpose:** The 213 General Message form is used by Emergency Management (EM) and Department of Budget and Management (DBM) to record and acknowledge incoming messages for resources needed.

**Preparation:** This form is to be initiated by precinct and department personnel needing resources related to an emergency event or incident.

**Distribution:** Each Precinct or Department requesting the procurement of a resource must complete the form and submit the request to the Emergency Management Department.

The EM Department will then:

- Review and acknowledge the request.
- Sign and date
- Forward back to the precinct or department submitting the request  
**(For PPE Covid-19 Equipment, 213 request will be forwarded by EM to Health Department)**

Once received back, the precinct or department will then:

- Create the requisition
- If using your departmental funding account, please forward a copy of the 213 request form, copy of the requisition and copy of the back-up information to the Purchasing Department.
- \* **If using an emergency account designated by Commissioners Court, then please forward the information to the Department of Budget and Management.**

Number	Title	Instructions
1	Incident Name	Enter the name of the Incident (ex: Covid-19)
2	To	Enter name and position of intended message
3	From	Enter name and position of individual sending message
4	Subject	Enter the subject of the message
5	Date	Enter date (month/date/year) of message
6	Time	Enter the time of the message
7	State the reason	Enter why you need this immediate request
8	Describe the items	Enter exactly what you need (name, type, quantity needed)
9	Acknowledge	Enter name, signature, position and date of person acknowledging the request