# REQUEST FOR PLANT MATERIALS ALLOCATION AND DISTRIBUTION

**Plant Materials Order No.** _____ **Order Date** _____ **Approximate Date Needed** _____

**Order By** _____

**Order To Address:**

_____
_____
_____
_____
_____

**Ship To Address:**

_____
_____
_____
_____
_____

**Field Planting No.:** _____ **Cooperator:** _____

**Study No.:** _____ **Contact phone:** _____

**Purpose:** _____ **Contact email:** _____

**State/Area:** _____

**SPECIAL INSTRUCTIONS:**

_____
_____
_____

**Allocate and/or ship the following seed or stock as indicated below, in accordance with approved allocation of seed and/or planting stock:**

**NRCS-ECS-596 (D&D #)** _____ **Order Prepared By** _____ **Date** _____

| PMC | Accession Number and/or Variety | Scientific name and/or Common Name | Certification Class | Request Amount | Unit of Measure and/or Type |
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# REQUEST FOR PLANT MATERIALS ALLOCATION AND DISTRIBUTION

## (CONTINUED)

| PMC | Accession Number and/or Variety | Scientific name and/or Common Name | Certification Class | Request Amount | Unit of Measure and/or Type |
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# REQUEST FOR PLANT MATERIALS ALLOCATION AND DISTRUBUTION

## FORM INSTRUCTIONS

These instructions will assist in completing form NRCS-ECS-001.

**Plant Materials Order No.**
Plant materials order number assigned by the Plant Materials Specialist or Plant Materials Center Manager.

**Order Date**
Date the material was requested.

**Approximate Date Needed**
Approximate date the material will be needed for pick-up or shipment.

**Order By**
Name of the Plant Materials staff member responsible for initiating the plant material allocation.

**Order To**
Name and address of the land owner, individual, or organization that is making the request for the plant materials; this is also where the Distribution & Delivery record from POMS will be sent.

**Ship To**
Name and address of the land owner, individual, or organization that will receive and utilize the plant materials, which may differ from the requestor.

**Cooperator**
Name of the land owner, individual, or organization that is working with or is associated with these plant materials.

**Contact phone**
Phone number of the landowner, individual, or organization working with or associated with these plant materials.

**Contact email**
Email address of the landowner, individual, or organization working with or associated with these plant materials.

**State/Area**
State or area where the plant materials will be utilized.

**Field Planting No.**
Enter the unique number assigned by the Plant Materials Center staff or Plant Materials Specialist if this is a Field Planting. The format for field plantings is identified in the National Plant Materials Manual, sections 540.14(F)(5) and 540.66. This number should correspond to a POMS database record if applicable.

**Study No.**
Enter the unique number assigned by the Plant Materials Center staff or Plant Materials Specialist for this study. The format for studies is identified in the National Plant Materials Manual, sections 540.12(C) and 540.66. This number should correspond to a POMS database record if applicable.

**Purpose**
Describe the purpose of the plant material allocation (PMC seed increase, grower increase, field planting, etc.).

**Special Instructions**
Describe any special instructions necessary to ensure proper plant handling and storage; this could include packaging instructions or requirements, storage environment requirements, planting instructions, etc.

**NRCS-ECS-596 (D&D #)**
Once the material has been allocated in POMS, a D&D number will be generated. Enter that number here to link this allocation to the Distribution & Delivery record.

**Order Prepared By**
Name of the individual that prepared/packaged the order.

**Date**
Date the order was prepared.

# REQUEST FOR PLANT MATERIALS ALLOCATION AND DISTRUBUTION

## FORM INSTRUCTIONS

**(Continued)**

**PMC**

Five letter PMC code for the Center (e.g., NYPMC, AZPMC).

**Accession Number and/or Variety**

Accession number and/or the variety of the plant material to be allocated.

**Scientific Name and/or Common Name**

Scientific name and/or the common name of the plant material to be allocated.

**Certification Class**

Certification class of the plant material being allocated:

BR = breeder
FD = foundation
RE = registered
CE = certified
CO = common

**Request Amount**

Amount of plant material that has been requested.

**Unit of Measure and/or Type**

The unit of measure and/or type for the amount requested. This could include bushels, pounds, grams, rhizomes, bundles, etc. Make clear indications of quantities – for example, if 50 bundles of whips are being allocated, be sure to indicate the number of whips in a bundle. If Pure Live Seed is required indicate “lbs. PLS.”

**Continue filling out one row for each separate plant material allocation.**