

INSTRUCTIONS FOR PURCHASE REQUEST

DATE - Enter date the purchase request is prepared.

PURCHASE REQUEST NUMBER - Enter the appropriate unique number to track purchase.

DELIVERY DATE REQUESTED - Enter desired or required delivery date. Do not use ASAP.

REQUESTER'S INFORMATION - Enter name, phone, and email of employee requesting the purchase.

TECHNICAL CONTACT'S INFORMATION - Enter name, phone, and email of employee to contact for additional technical question on the purchase request.

SHIP TO - Enter complete destination address to include zip code. Include any specific delivery instructions.

MANDATORY/PREFERRED SOURCES - Select all sources checked prior to purchase and attach any waivers, if obtained. Form includes links to sources' websites. In order of precedence, GSA Advantage and Commercial Platforms have same priority.

LINE ITEM - Each separately priced item must be assigned a number, beginning with 1 and continuing consecutively.

DESCRIPTION - Enter line-item description of purchase. Enter details of the order, e.g., special delivery instructions, subscription renewal number, GSA Catalog stock numbers, etc. Attach detailed specifications.

QUANTITY - Enter quantity required.

UNIT OF ISSUE - Enter unit of issue, e.g., EA, DZ, PK, JOB, etc. When ordering GSA stock numbered items, use unit of issue in the GSA Supply Catalog.

PRICE - Enter price per unit of issue, if known.

ESTIMATED SHIPPING COST - Shipping cost estimate should be high enough to cover total cost.

RECOMMENDED VENDORS - List any potential vendors, include UEI from SAM.gov if available.

ACCOUNTING CODE - Enter Accounting Code (shorthand code) including any overrides; must be valid in the Financial Management Modernization Initiative (FMMI) system, assigned by National Finance Center (NFC).

BUDGET OBJECT CLASSIFICATION CODE - Enter NFC 4-digit assigned Budget Object Classification Code.

LINE ITEM - Enter number of line item which ties to multiple accounting codes.

PERCENTAGE AMOUNT - If breaking out accounting code by percentage, enter break down for codes.

DOLLAR AMOUNT - If breaking out accounting code by dollar amount, enter break down for codes.

ATTACHMENTS - Attach any pertinent information for request, e.g., Scope of Work.

TECHNICAL APPROVAL REQUEST - Enter any numbers provided by Office of Chief Information Office (OCIO).

SIGNATURE OF REQUESTER - Requester's signature for the purchase request. May be same as Fund Approver.

SIGNATURE OF FUND APPROVER - Employee's signature authorized to spend funds or the Budget Approver.

ADDITIONAL DATA - Attach any agency required data.

Accounting Code (must use agency format)

Accounting Code	Budget Object Classification Code (BOCC)	Line Item	Percentage Amount	Dollar Amount

Recommended Vendor (if need more space, add an attachment)

Name of Vendors	Unique Entity ID (UEI)	Phone	Email

Attachments are included (e.g., scope of work, agency approvals, other) ___ Yes ___ No

Technical Approval Request # _____

I certify that the above items for this request are a bona fide need and appropriate for the Federal Government.

Requester or Authorized Representative Signature (e.g., supervisor of requester). **Must be signed to be valid.**

Print Name _____ Title _____

Signature _____ Date _____

I certify that sufficient funds are available for this purchase and I am authorized for the funds.

Funds Approver Signature (e.g., Budget Approver) may be the same as the Requester or Authorized Representative. **Must be signed to be valid.**

Print Name _____ Title _____

Signature _____ Date _____

Addendum - Agency Specific Data

If agencies or staff offices have organization-specific information that needs to be added to this purchase request, please provide a brief description or name of the attachment in the field below and attach the information to the back of this form.