# PROCUREMENT REQUEST

MAJORITY OF PROCUREMENT REQUEST IS FOI	R A:	REQUIRED DELIVERY BY:					
Service Other:							
Supply							
REQUISITIONER POINT OF CONTACT:		REQUISITIONER POC ADDRESS:					
POC TELEPHONE NUMBER:							
		CHECK IF "SHIP TO" ADDRE	SS SAME AS ABOVE				
GENERAL PURPOSE DESCRIPTION FOR PROCU	JREMENT REQ	UEST:					
		MODIFICATION TO EXISTING	G AWARD				
SUGGESTED VENDOR NAME:	GESTED VENDOR NAME:		EXISTING CONTRACT NUMBER (DOC/NOAA/GSA):				
SUGGESTED VENDOR CONTACT:		SUGGESTED VENDOR ADDRES	SS:				
SUGGESTED VENDOR TELEPHONE NUMBER:							
VENDOR <u>SAM.gov</u> REGISTERED?	Yes No	SUGGESTED VENDOR DUNS NUMBER:					
INVOICE ADDRESS:		SHIP TO: (Use Bldg/Room No.)					
SUPPLEMENTAL ADDRESS INFORMATION:							
SERVICE AND OTHER REQUESTS							
			OPTION YEARS:				
SUPPLY AND OTHER REQUESTS							
LEAD TIME:	SHIPPING METHOD:		SHIPPING COSTS:				
SPECIAL INSTRUCTIONS AND REMARKS:	ı						
-							

Is any portion of purchase	Yes	For all employees except CNSD, enter relevant code at beginning of description of line item:					
an IT product?	No	Code	Description	Code	Description		
→ If IT supply, <u>508 Checklist</u>		IT_SNND	Software for a scientist/non-developer IT_HNNQ		Hardware located in CNSD Computer Room		
→ All service requests, regardle	ss of	IT_SNNR	Software for a developer	IT_HNND	Hardware NOT located in CNSD Computer Room		
whether IT or not, IT Security Ch		View CNSE	O Codes	IT_?	Other/Unknown		

LINE ITEM	LINE ACC.			* Enter alternate delivery date or add DESCRIPTION*		QUANTITY	<u>UNIT</u> ISSUE	UNIT PRICE (If known)	ESTIMATE AMOUNT
							LINE	ITEM TOTAL:	
ACC. LINE	PF	ROJECT	TASK	OBJECT CLASS	ORGANIZATION		DIS	DISTRIBUTION	
									AMOUN
							1000	TINIO TOTAL	
							ACCOUN	TING TOTAL:	
Signatu	ire				Date				

## PROCUREMENT REQUEST CHECKLIST

**Procurement Request Form Completed** 

Quotes(s)

If Contract, Evaluation Factors

#### Justifications, if applicable

Sole Source

**Brand Name** 

#### Supply and other requests

**Specifications** 

Drawings, if applicable

If IT-related, 508 Checklist

If IT-related, IT Security Checklist

### Service and other requests

Statement of Work

If IT-related, IT Security Checklist

#### Did you ....?

Select the Procurement Request Type (top of first page)

Select whether a portion of the purchase is an IT product (top of second page) and include any applicable codes in line item description

Search for the GSA Item Contract Number, if applicable (https://www.gsaadvantage.gov/)

Verify the Vendor is registered in SAM (<a href="https://www.sam.gov/portal/public/SAM">https://www.sam.gov/portal/public/SAM</a>)

Fill out the Foreign Vendor Profile form (if a foreign vendor and not registered in SAM), <u>Foreign Vendor Profile Form</u>