

PROCUREMENT REQUEST

MAJORITY OF PROCUREMENT REQUEST IS FOR A: <div>Service Other:</div> <div>Supply</div>	REQUIRED DELIVERY BY:
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REQUISITIONER POINT OF CONTACT:	REQUISITIONER POC ADDRESS:
POC TELEPHONE NUMBER:	

CHECK IF "SHIP TO" ADDRESS SAME AS ABOVE

GENERAL PURPOSE DESCRIPTION FOR PROCUREMENT REQUEST:
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MODIFICATION TO EXISTING AWARD

SUGGESTED VENDOR NAME:	EXISTING CONTRACT NUMBER (DOC/NOAA/GSA):
SUGGESTED VENDOR CONTACT:	SUGGESTED VENDOR ADDRESS:
SUGGESTED VENDOR TELEPHONE NUMBER:	
VENDOR ORCA AND CCR REGISTERED? Yes No	SUGGESTED VENDOR DUNS NUMBER:

INVOICE ADDRESS:	SHIP TO: (Use Bldg/Room No.)
SUPPLEMENTAL ADDRESS INFORMATION:	

SERVICE AND OTHER REQUESTS		
PERIOD OF PERFORMANCE BEGINS:	PERIOD OF PERFORMANCE ENDS:	OPTION YEARS:

SUPPLY AND OTHER REQUESTS		
LEAD TIME:	SHIPPING METHOD:	SHIPPING COSTS:

SPECIAL INSTRUCTIONS AND REMARKS:

→ All service requests, regardless of whether IT or not, [IT Security Checklist](#)

IT_? Other/Unknown

Title _____

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 (<https://www.sam.gov/portal/public/SAM>)

Fill out the Foreign Vendor Profile form (if a foreign vendor and not registered in SAM), [Foreign Vendor Profile Form](#)