

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](#)