PROCUREMENT REQUEST

MAJORITY OF PROCUREMENT REQUEST IS FOR A:
 	
    Service   Other:
    Supply
	REQUIRED DELIVERY BY:

REQUISITIONER POINT OF CONTACT:	REQUISITIONER POC ADDRESS:
POC TELEPHONE NUMBER:	

CHECK IF "SHIP TO" ADDRESS SAME AS ABOVE

GENERAL PURPOSE DESCRIPTION FOR PROCUREMENT REQUEST:

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:

Is any portion of purchase an IT product?	Yes No	For all employees except CNSD, enter relevant code at beginning of description of line item:	

<table>
<tr><td colspan="2">Is any portion of purchase an IT product?   Yes   No

→ If IT supply, <u>508 Checklist</u>

→ All service requests, regardless of whether IT or not, <u>IT Security Checklist</u></td><td colspan="2">For all employees except CNSD, enter relevant code at beginning of description of line item:</td></tr>
<tr><td>*Code*</td><td>*Description*</td><td>Code</td><td>*Description*</td></tr>
<tr><td>IT_SNND</td><td>Software for a scientist/non-developer</td><td>IT_HNNQ</td><td>Hardware located in CNSD Computer Room</td></tr>
<tr><td>IT_SNNR</td><td>Software for a developer</td><td>IT_HNND</td><td>Hardware NOT located in CNSD Computer Room</td></tr>
<tr><td colspan="2"><u>View CNSD Codes</u></td><td>IT_?</td><td>Other/Unknown</td></tr>
</table>

* Enter alternate delivery date or address with the description if different from what is listed on page 1

LINE ITEM	ACC. LINE	DESCRIPTION*	QUANTITY	UNIT ISSUE	UNIT PRICE (If known)	ESTIMATED AMOUNT
					LINE ITEM TOTAL:	

ACC. LINE	PROJECT	TASK	OBJECT CLASS	ORGANIZATION	DISTRIBUTION	AMOUNT
					ACCOUNTING TOTAL:	

_____   _____
Signature   Date

_____   _____
Printed Name   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