## 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.

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## **USDA Purchase Request**

## Transactions over the micro-purchase threshold must be entered into a contract system.

Purchase Req								
Requester's I	nformation							
Name		Phone	Phone			Email		
Technical Cor	ntact's Information							
Name		Phone	Phone			Email		
Ship to Inform	mation							
Name		Office/Unit						
Address		Phone	Phone Email					
Mandatory/P	Preferred Sources ( <u>FAR</u>	<u>Part 8</u> ) - check sources revie	ewed.					
☐ 1) Invento	ry		□ 4) Ab	ilityOne				
☐ 2) Excess S	Supplies or check with	agency Property Manager	☐ 5) GSA Global Supply					
☐ 3) Federal	Prison Industries		☐ 6a) <b>G</b>	SA Advantage				
			☐ 6b) C	ommercial Pla	atforms			
<b>Delivery Inst</b>	ructions							
Line Item #		scription fees, surcharges, etc.)	Quantity	Unit of Issue	Price	Total		
Line reem #	(include vendo)	rees, surcharges, etc.,	Quantity	13340	THEC	Total		
			Estim	ated shipping	, if applicable			
					TOTAL			

Accounting Code	Cla	Budget Object assification Code (BOCC)	Line Item	Percei	ntage Amount	Dollar Amoun
Recommended Vendor (if n	eed m	ore space, add an attachm	ent)			
Name of Vendors		Unique Entity ID (UEI)	Phone	1		Email
Attachments are included	l (e.g.,	scope of work, agency a	pprovals, othe	er)	Yes No	
Technical Approval Reque	est#_					
I certify that the above it Government.	ems f	or this request are a bor	na fide need a	nd appr	opriate for the	e Federal
Requester or Authorized	Repre	sentative Signature (e.g.	, supervisor of	request	ter). <b>Must be</b> s	signed to he val
•	•					DISTILLA CO DC TAI
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Signature  I certify that sufficient further funds Approver Signature Representative. Must be Print Name  Signature  Addendum - Agency Sperif agencies or staff offices request, please provide a	nds are (e.g., signe	re available for this purce, Budget Approver) may do to be valid.  Data  Organization-specific infedescription or name of the	hase and I ambe the same as	Da author s the Re Da needs t	tetized for the full quester or Aut	nds. horized