

Program Purchase Request Form Instructions



General:

The Program Purchase Request (PPR) form is used to submit requests for new purchases, financial assistance, fleet and modification requirements to the Financial and Business Management System (FBMS). It must be completed by the requesting program office and approved as required by local office policy.

The PPR should only be used for purchases that require entry into FBMS (i.e., not for purchases that can be made using the Government-wide commercial purchase card). PRs that do not require FBMS entry will be rejected by the FBMS Requisitioner.

You must complete the entire PPR form prior to seeking necessary approvals. This is especially crucial when using digital signatures, as the form will not allow further edits to be made after it has been digitally signed.

This form was designed so that anyone with any version of Adobe (to include Adobe Reader) can save a copy and print the form. Please do not make other versions of this form as this form has formatting contained in it that is required for proper entry of the information in to FBMS.

Upon completion of the form, upload the saved PDF along with all applicable attachments as required by your Regional/Park Office. Once the PPR is submitted, it will be assigned to an FBMS Requisitioner who will enter your request into FBMS for further action.

Several sections of this form will require information (referred to in FBMS as Master Data) that is not familiar to most NPS users. Multiple files have been posted to the FBMS SharePoint site to aide in determining what information to enter, and are available at the following link:

<http://inpniscsfern1:7000/sites/WASO/FBMSPMO/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2Fsites%2FWASO%2FFBMSPMO%2FShared%20Documents%2FFBMS%20General%20Information%20%28Public%29%2FMaster%20Data%20Reference%20Material%2FFiles%20for%20Quicktime%20Go-live%20%28as%20of%20July%2031st%29&FolderCTID=0x0120007F901AD89395EB4DBCC067D2548FAFCE&View={D888F90D-5314-4CBB-A160-C34F6B0F3AD4}>



PPR Form Page 1

PR Requisitioner Information:

- **Requisitioner Name/Group/Office, Phone Number, and Program Office/Field Office:** Enter the name and contact information of the FBMS Requisitioner. This person must have the ACQ_REQ role in FBMS. For some areas this is a group name instead of an individual. Enter that group or office information here.
- **Requestor Name:** Enter the name of the end user of the required goods/services, if not yourself. *This field is optional.*
- **Phone Number:** Enter your work telephone number.
- **Internal Reference No.:** If applicable, enter the document reference number used internally in your program office. *This field is optional.*
- **Additional Ad Hoc Approver:** If applicable, enter the name of the individual who must provide supplemental approval of the PPR prior to submission. *This field is optional.*

Purchase Request (PR) Header Information:

Use this section of the form to address any additional information relevant to the PR to include Project Name, Title etc; Please note this section is limited 2000 characters of text, text over that limit will result in the failure of the PR to move forward.

Include any other important information that should be brought to the attention of the Requisitioner or Contracting Officer

Enter and Select Appropriate Information:

Note: For all property acquisitions please also include the property attachments.

Use this section to include additional information to include:

- GSA Schedule Number;
- IDIQ Contract Number;
- BPA Number;
- Master Cooperative Agreement;
- Suggested ATR/ COR;
- PMIS Number;
- Check whether or not an IAP is required;
- Check if this acquisition is related to a Heritage Asset;
- Check if this is an acquisition related to Non-Federal Physical Property;
- Indication as to whether this request is subject to the availability of funds (SAF).
- Any other important information that should be brought to the attention of the Requisitioner or Contracting Officer

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PPR Form Page 1 (cont.)

Customer Data Tab:

- **PR Title:** Create a relevant title for your PR (e.g., “Fish Tanks” or “Janitorial Services”).
- Note in this section also if this is a pre-award change to a PR and if it’s a PR for a ratification.

PR Type:

Select the applicable PR type from the list below:

- **Funded:** Select if this request requires funding (e.g., purchase orders, contracts, awards marked “SAF”, task orders, delivery orders, BPA calls, or inter-agency agreements);
- **Pre-award modification to a PR:** Select if making a change to a PR that has yet to be awarded; be sure to include the Existing PR Number;
- **Post-Award – PR Modification:** Select this PR type if a modification to an existing award is required; be sure to include the existing PR number; existing contract award number and the name of the current buyer/contracting officer;
- **Unfunded:** Select if creating a BPA, IDIQ, or BOA. Do not check this box if the request is SAF.
- **Autochoice:** Select if purchasing a vehicle via GSA Autochoice.
- **Grants (Financial Assistance):** Select if this request is for financial assistance (i.e., grant or cooperative agreement);
- **Post Award Grant PR:** select and use this PR type for all FA modifications.

FBMS Receiving Official:

Enter the FBMS receiving official who is role mapped to this function and who is responsible for entering the GR (goods receipt) or the SES (Service Entry Sheet) into FBMS.

Requestor’s Office:

Enter the FBMS originating office code if known and if not enter the requested information related to the name and address of the requestor (who is the PR for).



PPR Form Page 2

Line Item Data/Public Sector Tabs:

Enter the line item information in the table provided. If using options, add each option as a separate line item.

- **Item Category:** Good (ea) or Service (au): Select “ea” for “each” if you are purchasing goods. Enter “au” for “activity unit” if you are purchasing services and for all financial assistance actions. The system does permit the use of units of measure other than “ea” for goods.
- **Short Text:** Enter a brief description of the line item.
- **Quantity:** Enter the quantity of goods you are purchasing for that particular line item. If you are purchasing services or cap assets, the quantity is always “1”.
- **Unit Price:** Enter the unit price of the line item.
- **BOC or PSC/UPC:** Enter the Budget Object Code (BOC), Product/Service Code (PSC), or Universal Product Code (UPC) if known. Please reference the Top 30 BOC/UPC crosswalk or the Complete UPC Crosswalk.
- **Delivery Date:** If purchasing goods, enter the delivery date for that particular line item.
- **Period of Performance:** If purchasing services, enter the beginning and end dates for which the services are to be provided. Do not enter a period of performance date if purchasing goods.
- **Purchasing Group:** Enter the purchasing group. See list of purchasing groups for acquisition and federal assistance.
- **Subject to Availability of Funds (SAF):** Select “yes” if the line is subject to availability of funds, otherwise select “no.” Note: Every line item should be marked individually. The subject to availability of funds should only be used in limited cases and should be discussed with your contracting office prior to selection.
- **Line Total:** This field is calculated based on the quantity and the unit price for the line item. This field is read only.
- **Total for Additional Pages:** If you have additional Line Item pages, enter the total from those pages in this cell. The total in this cell will be added to the “Total” cell in order to give a total for the entire purchase requisition. If you do not have any additional pages, leave this number at its default of \$0.00.
- **Total:** This field is automatically calculated for the sum of all of the “Line Total” items and the number in the “Total for Additional Pages” box. This field is read only.



PPR Form Page 3

- **Suggested Vendors:**

Enter the company names and DUNS numbers, if known, of the suggested vendors for this purchase. Please ensure suggested vendors are active in SAM.

- **Custodial Property Officer Name:**

If applicable, enter the name of the Custodial Property Officer (for assets only).

Account Assignment Tab/Limits Tab:

Enter the accounting data in the table provided. Use a separate row for each WBS code being used. If funding is split by dollar amount, the funding will deplete evenly from each of the accounts until the request has been paid in full. FBMS does not allow for one funding account to fully deplete before depleting the second account, or for the Requisitioner to control the order of use of funds. If it is important to deplete funding in a certain order rather than depleting all funds proportionally, it is recommended that a separate line item is created for each funding line. Note: Due to system errors, it is recommended that items with multiple lines of accounting are split by percentage and not by dollar amount.

- **Line No.:** Enter the line number that corresponds with the appropriate line in the Line Item Data section.
- **Percentage or Quantity Allocated:** Enter the percent or dollar amount allocated to that particular Cost Center/Functional Area or WBS code.
- **WBS (project code):** Enter the WBS code. **Note the entry of the WBS will populate the other required fields in the FBMS PR so no other codes are required if using a WBS.**
- **Cost Center or Work Order:** Enter the cost center; Work Orders may not be used on acquisitions
- **Partial Fund (Fund Year)** – 3-digit Fund Code (first two digits are the last two digits of beginning budget fiscal year; the third digit is the last digit of ending budget fiscal year) .e.g.,
 - 133 (FY 2013 annual funds)
 - 123 (FY 2012/2013 multi-year funds)
 - XXX (FY 2012 and prior no-year funds for converted documents and other no-year funds not requiring source year funding)
 - 13X (no-year funds requiring source year funding)
- **Functional Area:** Enter the functional area code.



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Delivery Address Tab:

If purchasing goods to be delivered, use this section to provide delivery information. If using multiple delivery addresses, enter the corresponding line item numbers. If extra space is needed, provide additional delivery information on a separate page as an attachment.

- **In reference to Line Item No.:** Enter the corresponding line item number(s) for each destination, if applicable.
- **FBMS Delivery Address Code:** Enter the FBMS Delivery Code if known; if not know enter the delivery address information as noted in the PR form.

PPR Form Page 5

Acquisition Attachments:

If attaching documents, please select the applicable documents from the list provided. If you are attaching a document that is not listed, select “Other” and write a brief description of the document.

Financial Assistance Attachments:

If attaching documents, please select the applicable documents from the list provided. If you are attaching a document that is not listed, select “Other” and write a brief description of the document.

For FBMS Requisitioner Use Only – FBMS PR Number:

Once the PR has been completed the system will generate a FBMS Purchase Request number; use this space to record that number as you will need it to move the PR through the approval process and if a PR modification is required.



PPR Form Page 5 (cont.)

Approver – Enter Specific Supervisory and /or Ad Hoc Approver who must review the PR in FBMS.

Include the names and email addresses in this section as the FBMS Requisitioner will be required to notify all but the Supervisory and Ad Hoc approver that a PR is requiring approval. Ensure that the person has the proper role in FBMS to perform that function before listing their name.

- **FBMS Supervisory Approver:** enter the name and email address here
 - ACQ_SUP role
- **FBMS Certifying Funds Approver:** enter the name and email address here
 - ACQ_CFA role
- **FBMS IT Approver:** enter the name and email address here
 - ACQ_AO_IT role
- **FBMS Radio Program Management Division Approver:** Enter Carroll Alexander into this field.
 - This user is entered as an Ad Hoc Approver on the PR.
- **FBMS Personal Property Approver:** enter the name and email address here
 - ACQ_AO_PR role
- **FBMS Real Property Approver:** enter the name and email address here
 - ACQ_AO_RP role
- **FBMS Fleet Approver:** enter the name and email address here
 - ACQ_AO_FL role