



National Park Service Purchase Request (New Requirement & Modifications)



Completion of this form (in its entirety) is required to request a PR be generated in FBMS. Upon completion, include all required approvals and digital signature(s), submit to a designated FBMS Requisitioner for processing.

PR Requisitioner Information

Requisitioner Name/Group/Office:	Phone Number:	Program Office/Field Office:
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For internal program use only

Requestor Name:	Phone:	Email:
Internal Reference No:	Additional Ad Hoc Approver (For Use Outside of FBMS):	

PR Header Information - Include Project Name, Title and Any Other Information Necessary to Identify Requirement

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Enter and Select Appropriate Information - Property Use Asset Attachment

Heritage Asset Indicator Yes No	Non-Federal Physical Property Yes No	IDIQ Contract Number	BPA Number	Suggested Certified COR/ATR
GSA Schedule Number	IAP Required (Over 25K) Yes No	Subject to Availability of Funds (SAF) Yes No	Master Cooperative Agreement Number	PMIS Number

Customer Data Tab

PR Title:

This is a Pre-Award change to a PR

This is a Ratification

PR Type (Check One)

Funded - POs, Contracts, Awards marked "SAF", TOs/DOs, BPA calls, Inter-Agency Agreements

Pre-Award Modification to a PR

Unfunded (BPAs, IDIQs, BOAs) *Not for Awards Marked "SAF"*

Existing PR Number (if modification is pre award):

Autochoice

Post Award - PR Modification

Grants /Financial Assistance Only

Existing PR Number:

Grant PR (Use for New Funded FA actions or \$0 Cooperative Agreements)

Existing Purchase/Contract Number:

Post Award Grant PR (Use for all FA Modifications)

Name of current Buyer/Contracting Officer:

FBMS Receiving Official

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Requestor's Office

Originating Office Code:	Address - Line 1	Address - Line 2
	City	State
		Zip code



NOTES:

- The FBMS Requisitioner will provide assistance determining the BOC and PSC/UPC.
- Consult with the AO or Budget Officer to determine the correct BOC.
- If extra lines are needed, provide additional items and corresponding required information on a separate page as an attachment.



Line Item Data/Public Sector Tabs

Line No.	Item Category	Short Text (Max. 40 Characters)	Quantity For Services, or Cap Assets enter "1"	Unit Price	BOC/PSC/UPC	Delivery Date (mm/dd/yyyy) OR Period of Performance (mm/dd/yyyy) to (mm/dd/yyyy)	Purchasing Group	Subject to Availability of Funds?	Line Total
10				\$					\$
20				\$					\$
30				\$					\$
40				\$					\$
50				\$					\$
60				\$					\$

Total for Additional Pages									Total
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NOTES:

- If extra space is needed, provide additional accounting information on a separate page as an attachment.
- Special delivery instructions should be included in the header, or as an attachment.



Delivery Address Tab

1	<p>In Reference to Line Item No: FBMS Delivery Address Code (if known):</p> <p>Address Line 1:</p> <p>Address Line 2:</p> <p style="text-align: center;">City State Zip Code</p>
2	<p>In Reference to Line Item No: FBMS Delivery Address Code (if known):</p> <p>Address Line 1:</p> <p>Address Line 2:</p> <p style="text-align: center;">City State Zip Code</p>
3	<p>In Reference to Line Item No: FBMS Delivery Address Code (if known):</p> <p>Address Line 1:</p> <p>Address Line 2:</p> <p style="text-align: center;">City State Zip Code</p>
4	<p>In Reference to Line Item No: FBMS Delivery Address Code (if known):</p> <p>Address Line 1:</p> <p>Address Line 2:</p> <p style="text-align: center;">City State Zip Code</p>
5	<p>In Reference to Line Item No: FBMS Delivery Address Code (if known):</p> <p>Address Line 1:</p> <p>Address Line 2:</p> <p style="text-align: center;">City State Zip Code</p>



NOTES

- **Documents Attached (Check all that apply)**



Acquisition Attachments:

Additional Line Items (Page 2)	Multi-Functional Devices. etc. Equipment
Additional Account Assignment (Page 3)	Suggested Vendor
Additional Delivery Information (Page 4)	Quotes/Market Research
Drawings, Maps, Illustrations FISMA (IT Requirements)	Request for Reprographic Equipment
Independent Government Estimate	Statement of Need (IT Requirements)
Justification for a Non-Competitive Requirement	Statement of Work: Performance Based or Other Section 508
Brand Name/Limited Source Justification	Technical Evaluation Criteria
Compliance	Technical Evaluation Team Members Recommendations
Individual Acquisition Plan (Required over \$25k)	Specifications and Plans (Mandatory for Construction)
Other:	Drawings, Maps, Illustrations FISMA (Construction etc. Requirements)
Other:	Other:

Financial Assistance/Grants Attachments:

Draft Cooperative Agreement	Funding Opportunity Template (Required for Competitive Actions)
Draft Task Agreement	Draft Grant
Youth Agreement Worksheet	Other:
Justification for Use of Financial Assistance	Other:
Proposed Budget	Other:

For FBMS Requisitioner use only - FBMS PR Number:

Approvers - If a specific Supervisory and/or Ad Hoc Approver must review the PR in FBMS, include names below:

FBMS Supervisory Approver:	Email:
FBMS Certifying Funds Approver:	Email:
FBMS IT Approver:	Email:
NPS Radio Program Management Division:	Email:
FBMS Personal Property Approver:	Email:
FBMS Real Property Approver:	Email:
FBMS Fleet Approver:	Email: