



**Bureau of Indian Affairs/Education
Program Purchase Request**

PR#: _____

Please complete the following information to submit a proper purchase request to your Financial and Business Management System (FBMS) Requisitioner. Prior to routing the form to your FBMS Requisitioner, you must obtain approval from your program office supervisory approver. **Be sure to complete the entire form before forwarding it to your FBMS Requisitioner; incomplete forms will result in processing delays.**

| | | | |
|--|------------------------------------|------------------------|--|
| Section I. PR Requestor Information | | Today's Date: | |
| a. Last Name: | b. First Name: | c. MI: | |
| d. Phone #: | e. Region (Issuing Office): | | |
| f. Originating Office: | | g. Cost Center: | |

| | | |
|---|---------------------------|-------------------------------|
| Section II. PR Information (FBMS Header Info Tab) | | |
| a. Type of Requirement: | | |
| New Requirement | Pre-Award Change PR #: | Post-Award Change Award #: |
| b. Fiscal Year Funds: | | |
| c. Ratification Required? | Yes | No |
| d. PR Type: | | |
| Funded PR (PO, contract, award marked SAF, TO/DO, BPA Call) | | |
| Unfunded Contract PR (BPA, IDIQ) <i>Note: Not for SAF awards</i> | | |
| Inventory PR <i>Note: Requires property office confirmation</i> | | |
| AutoChoice PR | | |
| Grants Funded PR: | | |
| e. PR Title: | | |
| f. FBMS Receiving Official/COR: | | |
| g. FBMS Supervisory Approver: | | |
| h. Optional Approvals. <i>If specific ad hoc and/or funds certifying approvers are required, list their names below.</i> | | |
| FBMS Ad Hoc Approver: | | |
| FBMS Certifying Funds Approver: | | |

| | | |
|--|-------------|---|
| Section III. PR Description (FBMS Header Text Tab) | | |
| <i>Use this section to document relevant information to assist the Buyer, Contracting Officer (CO), or Grants Specialist. Relevant PR information may include the name of the FA Awarding Personnel or Buyer/CO of the IDIQ or BPA if this is TO/DO or BPA call; the name/phone number of the DOI-Certified COTR. Content limited to 1650 characters; include additional pages if necessary.</i> | | |
| | | |
| Suggested Vendor(s): | Vendor Name | Data Universal Numbering System (DUNS) or Vendor ID# (if known) |
| | | |
| | | |
| | | |



| Section IV. PR Items List | | | | | | | |
|--|---|----------------------|---|------------|--|------------|------------------------|
| <i>If extra lines are needed, attach additional copies of pages 2 and 3. Requisitioners, remember to use the appropriate unit of measure in FBMS (e.g., AU, EA).</i> | | | | | | | |
| 10 | | | | | | | |
| | <i>Description (max. 40 characters)</i> | <i>Item Category</i> | <i>Quantity</i> | <i>UoM</i> | <i>Unit Price</i> | <i>UPC</i> | <i>Line Item Total</i> |
| | <i>SAF?</i> | <i>Deobligate?</i> | <i>Delivery Date (for goods) / PoP (for services)</i> | | <i>Custodial Property Officer & Responsible Cost Center (for assets)</i> | | |
| 20 | | | | | | | |
| | <i>Description (max. 40 characters)</i> | <i>Item Category</i> | <i>Quantity</i> | <i>UoM</i> | <i>Unit Price</i> | <i>UPC</i> | <i>Line Item Total</i> |
| | <i>SAF?</i> | <i>Deobligate?</i> | <i>Delivery Date (for goods) / PoP (for services)</i> | | <i>Custodial Property Officer & Responsible Cost Center (for assets)</i> | | |
| 30 | | | | | | | |
| | <i>Description (max. 40 characters)</i> | <i>Item Category</i> | <i>Quantity</i> | <i>UoM</i> | <i>Unit Price</i> | <i>UPC</i> | <i>Line Item Total</i> |
| | <i>SAF?</i> | <i>Deobligate?</i> | <i>Delivery Date (for goods) / PoP (for services)</i> | | <i>Custodial Property Officer & Responsible Cost Center (for assets)</i> | | |
| 40 | | | | | | | |
| | <i>Description (max. 40 characters)</i> | <i>Item Category</i> | <i>Quantity</i> | <i>UoM</i> | <i>Unit Price</i> | <i>UPC</i> | <i>Line Item Total</i> |
| | <i>SAF?</i> | <i>Deobligate?</i> | <i>Delivery Date (for goods) / PoP (for services)</i> | | <i>Custodial Property Officer & Responsible Cost Center (for assets)</i> | | |
| 50 | | | | | | | |
| | <i>Description (max. 40 characters)</i> | <i>Item Category</i> | <i>Quantity</i> | <i>UoM</i> | <i>Unit Price</i> | <i>UPC</i> | <i>Line Item Total</i> |
| | <i>SAF?</i> | <i>Deobligate?</i> | <i>Delivery Date (for goods) / PoP (for services)</i> | | <i>Custodial Property Officer & Responsible Cost Center (for assets)</i> | | |
| 60 | | | | | | | |
| | <i>Description (max. 40 characters)</i> | <i>Item Category</i> | <i>Quantity</i> | <i>UoM</i> | <i>Unit Price</i> | <i>UPC</i> | <i>Line Item Total</i> |
| | <i>SAF?</i> | <i>Deobligate?</i> | <i>Delivery Date (for goods) / PoP (for services)</i> | | <i>Custodial Property Officer & Responsible Cost Center (for assets)</i> | | |
| 70 | | | | | | | |
| | <i>Description (max. 40 characters)</i> | <i>Item Category</i> | <i>Quantity</i> | <i>UoM</i> | <i>Unit Price</i> | <i>UPC</i> | <i>Line Item Total</i> |
| | <i>SAF?</i> | <i>Deobligate?</i> | <i>Delivery Date (for goods) / PoP (for services)</i> | | <i>Custodial Property Officer & Responsible Cost Center (for assets)</i> | | |
| Grand Total | | | | | | | |



Section VII. Supporting Documentation

Check all that apply

| | | |
|--|------------------------------------|----------------------------------|
| Additional Accounting Information | SOW/PWS/SOO (applies to services) | Specifications |
| Additional Delivery Information | Request for Reprographic Equipment | Clearances (EA, Arch, ROW, etc.) |
| Additional Line Items | IT approval documents | Budget |
| Independent Government Cost Estimate | Drawings/Maps/Illustrations | Fleet Justification |
| Justification for Other than Full and Open | Suggested 8(a) vendor | Other: |
| PR Approvals | Tech. Evaluation Criteria | Other: |
| Quotes/Market Research | Tech. Evaluation Panel | Other: |

Section VIII. Signature

Use the section below to document supervisory approval. Depending on your program or purchase, additional approvals may be required and should be included in the space below.

Program Supervisory Approver

| | | |
|---------------------|------------------|-------------|
| <i>Printed Name</i> | <i>Signature</i> | <i>Date</i> |
|---------------------|------------------|-------------|

Additional Approver (e.g., Property Approver, Certifying Funds Approver)

| | | |
|---------------------|------------------|-------------|
| <i>Printed Name</i> | <i>Signature</i> | <i>Date</i> |
|---------------------|------------------|-------------|

Additional Approver

| | | |
|---------------------|------------------|-------------|
| <i>Printed Name</i> | <i>Signature</i> | <i>Date</i> |
|---------------------|------------------|-------------|