

<div>Purchase Request</div>		<div>Instructions: The <i>Requester</i> completes Sections 1, 2, and 3. The <i>Buyer</i> completes the rest of the form.</div>			<div>Date Submitted</div>	
<div>1. Requester</div>						
<div>Requester's Name (type or print)</div>		<div>Organization</div>		<div>CAN</div>	<div>O.C. Code</div>	
<div>Delivery Point (building/room)</div>		<div>Phone No.</div>		<div>Date Needed</div>	<div>Decal/Cost Adjust. Needed <input type="checkbox"/></div>	
<div>Requester's Signature</div>		<div>Internal Approval (signature)</div>		<div>Internal Approval (signature)</div>		
<div>2. Recommended Sources (Provide three sources, if possible. Competition is required for open market and non-mandatory FSS orders over \$3,000.)</div>						
<div>Name of First Vendor</div>				<div>Company Clerk's Name</div>		
<div>EIN</div>		<div>FSS No.</div>		<div>Phone No.</div>		
<div>Name of Second Vendor</div>				<div>Company Clerk's Name</div>		
<div>EIN</div>		<div>FSS No.</div>		<div>Phone No.</div>		
<div>Name of Third Vendor</div>				<div>Company Clerk's Name</div>		
<div>EIN</div>		<div>FSS No.</div>		<div>Phone No.</div>		
<div>3. Ordering Information</div>						
<div>Item No.</div>	<div>DESCRIPTION</div>	<div>QTY.</div>	<div>Unit of Issue</div>	<div>LIST PRICE</div>	<div>DISC. PRICE</div>	<div>ESTIMATED PRICE</div>
<div>4. Totals (See continuation page for GRAND TOTAL)</div>						
<div>5. Ordering Mechanism</div>						
<div><input type="checkbox"/> NIH Stock Requisition</div>		<div><input type="checkbox"/> BPA Call (OM)</div>		<div><input type="checkbox"/> External To/Do</div>		<div><input type="checkbox"/> Purchase Cards/Convenience Checks</div>
<div><input type="checkbox"/> GSA Fedstrip</div>		<div><input type="checkbox"/> SF 44</div>		<div><input type="checkbox"/> Purchase Card(s)</div>		
<div><input type="checkbox"/> BPA Call (FSS)</div>		<div><input type="checkbox"/> Internal To/Do</div>		<div><input type="checkbox"/> Purchase Order(s)</div>		
<div>Date Ordered</div>	<div>Buyer's Name</div>		<div>For radioisotope orders only: Complete Form NIH 88-1, "Request for Purchase and Use of Radioactive Materials."</div>		<div>Clearance no. of approved radioisotope purchaser</div>	
<div>NBS Order No.</div>	<div>BPA/IDC Source No.</div>	<div>Competition Required? <input type="checkbox"/> Yes <input type="checkbox"/> No</div>		<div>Clearances Required? <input type="checkbox"/> Yes <input type="checkbox"/> No</div>		<div>Clearances Obtained? <input type="checkbox"/> Yes <input type="checkbox"/> No</div>

NIH 1861-1 (9/13)

Page 1 of 3

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6. Mandatory Source Availability

Are any of the items available from these sources? If "yes," and you are not using the mandatory source, explain why in Item 7.

☐ YES ☐ NO NIH Surplus

☐ YES ☐ NO NIH Required Source (MAPB, Glassware, etc.)

☐ YES ☐ NO NIH/GSA Stock

☐ YES ☐ NO UNICOR

☐ YES ☐ NO Blind/Severely Disabled

☐ YES ☐ NO Mandatory FSS Schedules

7. Justification for Not Selecting Mandatory Source

☐ Compatibility with existing equipment. *Explain:* _____

☐ NIH Stores out of stock and urgently needed. *Explain:* _____

☐ NIH stock item is unacceptable because: _____

☐ Mandatory FSS vendor is unacceptable because: _____

☐ Other (*specify*): _____

8. Justification for Sole-source or Other than Small Business on Either Open Market or Non-mandatory FSS (*Check all that apply.*)

☐ Sole-source: Proprietary data/patent, etc. (FAR 6.302-1.) *Explain:* _____

☐ Sole-source: Quality of product required for on-going experiments. (FAR 6.302-1.) *Explain:* _____

☐ Sole-source: Urgent and compelling requirement. (FAR 6.302-2.) *Explain:* _____

☐ Small business is unable to deliver within required timeframe. *Explain:* _____

☐ Unable to locate small business source(s) for item(s). *Explain:* _____

☐ Other (*specify*): _____

9. Competition (*For open market and non-mandatory FSS orders over \$3,000.*)

Vendor 1

List Price	Discount Price	Phone No.
Comments		

Date Called	Company Clerk's Name

Vendor 3

List Price	Discount Price	Phone No.
Comments		

Date Called	Company Clerk's Name

Vendor 2

List Price	Discount Price	Phone No.
Comments		

Date Called	Company Clerk's Name

10. Price Reasonableness (*Check all that apply.*)

☐ Lowest price quoted.

☐ Comparison with prices on previous buys where price analysis performed.

Previous order no. _____ Date _____

☐ Other (*specify*): _____

Continuation of Ordering Information

[illegible]