DATE RECEIVED *(stamp here)*	**Requisition Worksheet**	DIVISION/BRANCH APPROVAL *(signature)*
		REQUISITION NO.

REQUESTOR/PO/COTR/(Receiver in NBS)

NAME			DIV./BRANCH	WORK REQUEST NUMBER
OBJECT CLASS CODE	CUSTODIAL CODE	BUILDING/ROOM	PHONE NO.	DATE NEEDED

Source

VENDOR	PHONE NO.
ADDRESS	COMPANY CONTACT NAME

Order Information

Line Item No.	Task Number	CAN	DESCRIPTION	QTY.	UNIT OF ISSUE	LIST PRICE	TOTAL PRICE
						Total:	$0.00

ARE THE ITEMS ORDERED AVAILABLE FROM THESE SOURCES?

☐ Yes ☐ No 1. NIH Surplus ☐ Yes ☐ No 3. Blind/Severely Handicapped ☐ Yes ☐ No 5. FEDERAL Supply Schedules

☐ Yes ☐ No 2. UNICOR ☐ Yes ☐ No 4. NIH or GSA Stock (catalog or store) ☐ Yes ☐ No 6. OPEN-MARKET Suppliers

	FUNDS APPROVER	IC	DATE APPROVED
1			
2			

JUSTIFICATION *(Required for all orders: large business, ADP, personal appeal items, and sole source.)*

BACKORDER INFORMATION

BPA/IDC/TCO SOURCE NO.	FSS CONTRACT NO.	SHIPPING DATE	CLEARANCE REQUIRED? ☐ YES ☐ NO
☐ Date ordered:	☐ Date sent to Central Procurement:	INSTITUTE PURCHASING AGENT	

ORF 1861-9 (Rev. 02/2016) This form has been modified from the NIH-1861 version to meet ORF's business needs for its NBS construction project management module.

Task List

(For OPE requisitions, use this list to help chose which task number(s) to use in the form on the previous page)

Task No.	Task Name	Description	Source of Funds (Select)
10	Special Studies (10a)	Studies, reports, feasibility studies, etc. that define the project scope	B&F IC Special Authority Funds
11	Special Studies (10a)	Studies, reports, feasibility studies etc. that define the scope, conducted by IC	IC Normal Funds
12	Pre-Project Planning (10b)	Pre-Project Planning including PORs, Concept/Design development/Bridging documents	B&F IC Special Authority Funds
13	Pre-Project Planning (10b)	Pre-Project Planning including PORs, Concept/Design development/B Bridging documents self-performed by IC	IC Normal Funds
14	Land Acquisition (9a)	Land Acquisition including purchase price, and any closing costs, legal fees or other charges	B&F Line Item
15	Design (only) (9b)	Design including construction documents and specifications	**P**B&F IC Special Authority Fund
16	Construction (only) (9c)	Construction including general trades, MEP, FP, site work, contingency and escalation (Includes conduits, boxes, etc., associated with CIT)	B&F IC Special Authority Fund
16	Design-Build (9c)	Use this Task 16 to describe **Design-Build Project. DO NOT USE TASK 15**. Schedules and costs will describe one acquisition. Start date is NTP date and Completion date is Construction completion date	B&F IC Special Authority Fund
17	Construction Contingency (9c)	Construction contingency for unforeseen conditions in the field	B&F IC Special Authority Funds
18	Move, Equipment & Furniture (9d)	Moveable Equipment and Furniture	IC Normal Funds
19	Owner Contingency (9e)	Owner Contingency for programmatic or new technology changes	B&F IC Special Authority Funds
20	Decommissioning (9e)	Decommissioning and hazardous material removal if not part of construction	B&F IC Special Authority Funds
21	Center For Information Technology (9e)	Cabling, terminations, punchdown and electronic telecommunications equipment	B&F IC Special Authority Funds
22	Testing - Inspection (9e)	Testing and Inspection	B&F IC Special Authority Funds
23	Post-Design Services (9e)	Post Design A/E services not included in Task 13	B&F IC Special Authority Funds
24	Construction Quality Management (9e)	Construction Quality Management	B&F IC Special Authority Funds
25	Commissioning (9e)	Commissioning-Third party systems and equipment commissioning agent	B&F IC Special Authority Funds
26	Security (9e)	Special physical security elements to the project not included in Construction	B&F IC Special Authority Funds Division of Security Funds
28	Activation (10c)	Physical moves, activation management services and any other tasks relating to occupancy	IC Normal Funds
29	Special Purpose Equipment (10d)	Special Purpose laboratory and medical equipment fixed or moveable	IC Normal Funds
30	Minor Renovation	Physical changes directly incident to and required to accommodate special purpose equipment	IC Normal Funds
31	Other (9e or 10b)	Special items not specifically defined in other categories.	B & F IC Normal Funds IC Special Authority Funds