

<h1>Purchase Request</h1>	Instructions: The Requester completes Sections 1, 2, and 3. The Buyer completes the rest of the form.	Date Submitted
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1. Requester

Requester's Name (<i>type or print</i>)	Organization	CAN	O.C. Code
Delivery Point (<i>building/room</i>)	Phone No.	Date Needed	Decal/Cost Adjust. Needed <input type="checkbox"/>
Requester's Signature	Internal Approval (<i>signature</i>)	Internal Approval (<i>signature</i>)	

2. Recommended Sources (*Provide three sources, if possible. Competition is required for open market and non-mandatory FSS orders over \$3,000.*)

<i>Name of First Vendor</i>		Company Clerk's Name
EIN	FSS No.	Phone No.
<i>Name of Second Vendor</i>		Company Clerk's Name
EIN	FSS No.	Phone No.
<i>Name of Third Vendor</i>		Company Clerk's Name
EIN	FSS No.	Phone No.

3. Ordering Information

Item No.	DESCRIPTION	QTY.	Unit of Issue	LIST PRICE	DISC. PRICE	ESTIMATED PRICE

4. Totals

5. Ordering Mechanism

<input type="checkbox"/> NIH Stock Requisition	<input type="checkbox"/> BPA Call (OM)	<input type="checkbox"/> External To/Do	<input type="checkbox"/> Purchase Cards/Convenience Checks
<input type="checkbox"/> GSA Fedstrip	<input type="checkbox"/> SF 44	<input type="checkbox"/> Purchase Card(s)	
<input type="checkbox"/> BPA Call (FSS)	<input type="checkbox"/> Internal To/Do	<input type="checkbox"/> Purchase Order(s)	
Date Ordered	Buyer's Name	<i>For radioisotope orders only:</i> Complete Form NIH 88-1, "Request for Purchase and Use of Radioactive Materials."	
NBS Order No.	BPA/IDC Source No.	Competition Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Clearances Required? <input type="checkbox"/> Yes <input type="checkbox"/> No
		Clearance no. of approved radioisotope purchaser	
		Clearances Obtained? <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

YES NO

NIH Surplus

UNICOR

NIH Required Source (MAPB, Glassware, etc.)

Blind/Severely Disabled

NIH/GSA Stock

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 2

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

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*): _____