

<h1>Purchase Request</h1>	Instructions: The <i>Requester</i> completes Sections 1, 2, and 3. The <i>Buyer</i> 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
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	4. Totals ESTIMATED PRICE

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
		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

- NIH Surplus
- NIH Required Source (MAPB, Glassware, etc.)
- NIH/GSA Stock

YES NO

- UNICOR
- Blind/Severely Disabled
- 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.*)

<i>Vendor 1</i>			<i>Vendor 2</i>		
List Price	Discount Price	Phone No.	List Price	Discount Price	Phone No.
Comments			Comments		
Date Called	Company Clerk's Name		Date Called	Company Clerk's Name	
<i>Vendor 3</i>			10. Price Reasonableness (<i>Check all that apply.</i>)		
List Price	Discount Price	Phone No.	<input type="checkbox"/> Lowest price quoted. <input type="checkbox"/> Comparison with prices on previous buys where price analysis performed. Previous order no. _____ Date _____		
Comments			<input type="checkbox"/> Other (<i>specify</i>): _____ _____		
Date Called	Company Clerk's Name				