˝ureau of Indian Affairs/Education
Program Electronic Purchase Request

PR#:_____

Please enter 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:			

Section II. PR Information (FBMS Header Info Tab)

a. Type of Requirement:

New Requirement (Includes Micro Purchases)	Pre-Award Change PR #:	Post-Award Change Award #: Line Item:

b. Ratification Required?   Yes   No

c. PR Type:

Funded PR (Used for all funded Acquisition award types: Purchase Orders, Contracts, Task Orders, Delivery Orders, BPA Calls, etc.) -- Note: REQUIRED for all sensitive property purchases regardless of dollar amount

Unfunded Contract PR (BPA, IDIQ) -- Note: Use the "Funded PR" option for PRs marked as SAF

Grants Funded PR:

AutoChoice PR

Post-Award PR:

IAA PR (Intra-Agency Agreement)

Micro Purchase -- Note: Do not use if purchasing sensitive property

d. PR Title:

e. IT Approval:

Is this an IT Sensitive Property micro purchase?   Yes   No

If yes, an IT cover sheet is required to be submitted with the PR package. The "Funded PR" options must be selected.

f. FBMS Receiving Official (N/A for Fin. Assistance PRs:

g. FBMS Supervisory Approver:

h.   Approver User IDs. *If entered on the FBMS PR, approvers will receive an email when PR is awaiting their approval*

FBMS Ad Hoc Approver:

FBMS Certifying Funds Approver:

Section III. PR Description (FBMS Header Text Tab)

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 COR. Content limited to 1650 characters; include additional pages if necessary.

Suggested Vendor(s):	Vendor Name	Data Universal Numbering System (DUNS) or Vendor ID# *(if known)*

Section IV. PR Items List

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).

10							
	Description (max. 40 characters)	*Item Category*	*Quantity*	*UoM*	*Unit Price*	*UPC*	*Line Item Total*
	SAF?	*Deobligate?*	*Delivery Date (goods)*	*PoP Start-End Dates (services)*	*Responsible Cost Center (for assets)*		

20							
	Description (max. 40 characters)	*Item Category*	*Quantity*	*UoM*	*Unit Price*	*UPC*	*Line Item Total*
	SAF?	*Deobligate?*	*Delivery Date (goods)* /	*PoP Start-End Dates (services)*	*Responsible Cost Center (for assets)*		

30							
	Description (max. 40 characters)	*Item Category*	*Quantity*	*UoM*	*Unit Price*	*UPC*	*Line Item Total*
	SAF?	*Deobligate?*	*Delivery Date (goods)* /	*PoP Start-End Dates (services)*	*Responsible Cost Center (for assets)*		

40							
	Description (max. 40 characters)	*Item Category*	*Quantity*	*UoM*	*Unit Price*	*UPC*	*Line Item Total*
	SAF?	*Deobligate?*	*Delivery Date (goods)* /	*PoP Start-End Dates (services)*	*Responsible Cost Center (for assets)*		

50							
	Description (max. 40 characters)	*Item Category*	*Quantity*	*UoM*	*Unit Price*	*UPC*	*Line Item Total*
	SAF?	*Deobligate?*	*Delivery Date (goods)* /	*PoP Start-End Dates (services)*	*Responsible Cost Center (for assets)*		

60							
	Description (max. 40 characters)	*Item Category*	*Quantity*	*UoM*	*Unit Price*	*UPC*	*Line Item Total*
	SAF?	*Deobligate?*	*Delivery Date (goods)* /	*PoP Start-End Dates (services)*	*Responsible Cost Center (for assets)*		

70							
	Description (max. 40 characters)	*Item Category*	*Quantity*	*UoM*	*Unit Price*	*UPC*	*Line Item Total*
	SAF?	*Deobligate?*	*Delivery Date (goods)* /	*PoP Start-End Dates (services)*	*Responsible Cost Center (for assets)*		

					Grand Total	

Section V. Item Details - Accounting Info

Line item numbers in Section IV should correspond with line item numbers specified in the table below. Complete a new row for each separate line of accounting or WBS being used to fund a given line item. Goods ("By Quantity") may be allocated across lines of accounting by percentage or quantity; services ("By Dollars") may be allocated across accounting lines by percentage or dollar amount. Note that FBMS depletes funding evenly across accounts.

	Use same accounting information for all lines items on the PR				
Line Item	Quantity / $ Amount or % Allocated	Cost Center	Functional Area	WBS or Work Order (if applicable)	Fund

Section VI. Item Details – Delivery Address

Specify the line item number when multiple delivery addresses are required.

	Use same delivery address for all lines items on the PR					
Line Item	Address Line 1	Address Line 2	City	State	Zip	Phone #

Section VII. Supporting Documentation
Check all that apply

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

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 provided below.

Program Supervisory Approver

Printed Name	Signature	Date

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

Printed Name	Signature	Date

Additional Approver

Printed Name	Signature	Date

Additional Approver

Printed Name	Signature	Date

Additional Approver

Printed Name	Signature	Date

Capitalized Property - Accountable personal property (not including museum property) with an original cost to the Government of $15,000 or more is capitalized. Installation, shipping and handling, and configuration costs are included as part of the original acquisition value and are capitalized. Real Property is capitalized at $100,000.

Sensitive Property - Property which is controlled, regardless of value, by detailed property accountability records and which is determined to be sensitive because of its high probability of theft or misuse; or misappropriation; or because it has been designated as sensitive by management. Sensitive property designated by IA include, weapons, vehicles, trailers, iPads, Tasers, Laptops, Central Processing Units (CPUs), Radio Communication Equipment, (RCU), Ballistic , Vests, Weapons, Ammunition, Explosives and all-terrain vehicles (ATVs).