



**Bureau 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.**

<b>Section I. PR Requestor Information</b>		Today's Date:	
<b>a. Last Name:</b>	<b>b. First Name:</b>	<b>c. MI:</b>	
<b>d. Phone #:</b>	<b>e. Region (Issuing Office):</b>		
<b>f. Originating Office:</b>		<b>g. Cost Center:</b>	

**Section II. PR Information (FBMS Header Info Tab)**

<b>a. Type of Requirement:</b>		
New Requirement, including micro purchase	Pre-Award Change PR #:	Post-Award Change Award #:
<b>b. Fiscal Year Funds:</b>		
<b>c. Ratification Required?</b>	Yes	No
<b>d. PR Type:</b>		
Funded PR (PO, contract, award marked SAF, TO/DO, BPA Call) REQUIRED FOR ALL SENSITIVE PROPERTY BUYS REGARDLESS OF DOLLAR AMOUNT Unfunded Contract PR (BPA, IDIQ) Note: Not for SAF awards Inventory PR Note: Requires property office confirmation Capitalized & Sensitive Property see definitions below AutoChoice PR Grants Funded PR: Micro Purchase - Not to be used if purchasing sensitive property IAA PR Type (misc. oblig.)		
<b>e. PR Title:</b>		
<b>f. IT Approval:</b>		
Is this an IT Sensitive Property mico-purchase: Yes No If yes, IT Cover sheet and funded PR type check above required		
<b>g. FBMS required Receiving Official/COR:</b>		
<b>h. FBMS Supervisory Approver:</b>		
<b>i. Optional Approvals.</b> <i>If specific ad hoc and/or funds certifying approvers are required, list their names below.</i>		
<b>FBMS Ad Hoc Approver:</b>		
<b>FBMS Certifying Funds Approver:</b>		

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

<b>Suggested Vendor(s):</b>	Vendor Name	Data Universal Numbering System (DUNS) or Vendor ID# (if known)



<b>Section IV. PR Items List</b>							
<i>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).</i>							
10							
	<i>Description (max. 40 characters)</i>	<i>Item Category</i>	<i>Quantity</i>	<i>UoM</i>	<i>Unit Price</i>	<i>UPC</i>	<i>Line Item Total</i>
	<i>SAF?</i>	<i>Deobligate?</i>	<i>Delivery Date (for goods) / PoP (for services)</i>		<i>Custodial Property Officer &amp; Responsible Cost Center (for assets)</i>		
20							
	<i>Description (max. 40 characters)</i>	<i>Item Category</i>	<i>Quantity</i>	<i>UoM</i>	<i>Unit Price</i>	<i>UPC</i>	<i>Line Item Total</i>
	<i>SAF?</i>	<i>Deobligate?</i>	<i>Delivery Date (for goods) / PoP (for services)</i>		<i>Custodial Property Officer &amp; Responsible Cost Center (for assets)</i>		
30							
	<i>Description (max. 40 characters)</i>	<i>Item Category</i>	<i>Quantity</i>	<i>UoM</i>	<i>Unit Price</i>	<i>UPC</i>	<i>Line Item Total</i>
	<i>SAF?</i>	<i>Deobligate?</i>	<i>Delivery Date (for goods) / PoP (for services)</i>		<i>Custodial Property Officer &amp; Responsible Cost Center (for assets)</i>		
40							
	<i>Description (max. 40 characters)</i>	<i>Item Category</i>	<i>Quantity</i>	<i>UoM</i>	<i>Unit Price</i>	<i>UPC</i>	<i>Line Item Total</i>
	<i>SAF?</i>	<i>Deobligate?</i>	<i>Delivery Date (for goods) / PoP (for services)</i>		<i>Custodial Property Officer &amp; Responsible Cost Center (for assets)</i>		
50							
	<i>Description (max. 40 characters)</i>	<i>Item Category</i>	<i>Quantity</i>	<i>UoM</i>	<i>Unit Price</i>	<i>UPC</i>	<i>Line Item Total</i>
	<i>SAF?</i>	<i>Deobligate?</i>	<i>Delivery Date (for goods) / PoP (for services)</i>		<i>Custodial Property Officer &amp; Responsible Cost Center (for assets)</i>		
60							
	<i>Description (max. 40 characters)</i>	<i>Item Category</i>	<i>Quantity</i>	<i>UoM</i>	<i>Unit Price</i>	<i>UPC</i>	<i>Line Item Total</i>
	<i>SAF?</i>	<i>Deobligate?</i>	<i>Delivery Date (for goods) / PoP (for services)</i>		<i>Custodial Property Officer &amp; Responsible Cost Center (for assets)</i>		
70							
	<i>Description (max. 40 characters)</i>	<i>Item Category</i>	<i>Quantity</i>	<i>UoM</i>	<i>Unit Price</i>	<i>UPC</i>	<i>Line Item Total</i>
	<i>SAF?</i>	<i>Deobligate?</i>	<i>Delivery Date (for goods) / PoP (for services)</i>		<i>Custodial Property Officer &amp; Responsible Cost Center (for assets)</i>		
<b>Grand Total</b>							





**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	<b>Other:</b>
Justification for Other than Full and Open	Suggested 8(a) vendor	
PR Approvals	Tech. Evaluation Criteria	<b>Other:</b>
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 below.*

**Program Supervisory Approver**

<i>Printed Name</i>	<i>Signature</i>	<i>Date</i>
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**Additional Approver (e.g., Property Approver, Certifying Funds Approver)**

<i>Printed Name</i>	<i>Signature</i>	<i>Date</i>
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**Additional Approver**

<i>Printed Name</i>	<i>Signature</i>	<i>Date</i>
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**Additional Approver**

<i>Printed Name</i>	<i>Signature</i>	<i>Date</i>
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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 and Explosives.