



National Park Service Purchase Request (New Requirement & Modifications)

Completed forms should be submitted to a designated FBMS Requisitioner for processing. Regions/ Offices may have additional instructions or business processes.

Right-click and open in Adobe to input, sign, and save text properly



Date of Request		Internal Tracking No.		FBMS PR Number	
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PR Requisitioner & Requestor Information

Requestor Name		Phone		Ext.		Email	
FBMS Requisitioner <small>(If different than Requestor)</small>		Phone		Ext.		Email	

PR Type (Check One) please use the AutoChoice PR form for GSA auto purchases

<input type="checkbox"/> Funded – POs, Contracts, TOs/DOs, BPA calls, Inter-/Intra-Agency Agreements	<input type="checkbox"/> Unfunded Contract PR- IDIQ and BPA set-up
<input type="checkbox"/> Pre-Award change to existing PR	<input type="checkbox"/> Post-Award Modification <small>(partial deobligation of award only)</small>

Grants/Financial Assistance Only

<input type="checkbox"/> Grant PR <small>All FA actions, including \$0 Cooperative Agreements and changes to accounting information in awarded FAs</small>	<input type="checkbox"/> Post-Award Grants <small>(partial deobligation of award ONLY)</small>
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PR Header Info

PR Title <small>(40 characters)</small>				Issuing Office <small>(Purchasing Group)</small>			
FBMS COR/SAP Receiving Official			Requesting Park/Program and Office/Division				
Originating Office FBMS Code	Address				Application Number		
	City			State		Zip	
Originating Office POC			GSA/Contract Number			Ratification Indicator	

PR Header Text (1,650 characters max.) - Include information such as project name and NP property numbers

Award POC Information		IAP/IAGP	
Suggested Vendor(s)		PMIS Number	
Suggested Buyer/CO		IT Approval Numbers	

FBMS PR Approvers – Supervisor and Funds approvers are required for all PRs. Additional approvers may be required depending on the UPC.

Supervisory Approver		Email	
Certifying Funds Approver		Email	
IT Approver		Email	
Radio Approver		Email	
Personal Property Approver		Email	
Real Property Approver		Email	
Fleet Approver		Email	
Ad Hoc Approver		Email	



National Park Service Purchase Request



PR Items List

- Determining the UPC requires communication among requisitioners, COs, budget staff, property staff, and/or project managers.
- This is where you will determine the PR line item set-up, which will inform how the vendor should invoice.
- Accounting for every PR line (funded or unfunded) is required for successful PR submission. If no accounting is provided, your PR will not be accepted in FBMS

PR Line Item No.	Item Category <small>Line Item Setup</small>	Short Text Max. 40 characters <i>No special characters, such as \$ * % -</i>	Quantity	Unit Price or Lump Sum Amount	UPC	Line Total Amount	Award Number <small>If Applicable</small>	SAF <small>Check for "Yes"</small>
TOTAL \$								

PR Accounting Information

- Only one line of accounting is allowed per line for financial assistance. Do not split accounts for these actions.
- Percentages should be whole numbers.

PR Line Item No.	Amount or Percentage Distribution	WBS or Work Order <small>If Applicable</small>	Cost Center	Functional Area	Fund	Delivery Date <small>(mm/dd/yyyy)</small> OR Period of Performance <small>(mm/dd/yyyy) to (mm/dd/yyyy)</small>
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Delivery Address - Input code (If Known) or Address. Special delivery instructions should be included in the header or as an attachment.

In Reference to PR Line Item No(s).		Address					
FBMS Delivery Address Code		City		State		Zip	
In Reference to PR Line Item No(s).		Address					
FBMS Delivery Address Code		City		State		Zip	
In Reference to PR Line Item No(s).		Address					
FBMS Delivery Address Code		City		State		Zip	
In Reference to PR Line Item No(s).		Address					
FBMS Delivery Address Code		City		State		Zip	
In Reference to PR Line Item No(s).		Address					
FBMS Delivery Address Code		City		State		Zip	
In Reference to PR Line Item No(s).		Address					
FBMS Delivery Address Code		City		State		Zip	
In Reference to PR Line Item No(s).		Address					
FBMS Delivery Address Code		City		State		Zip	
In Reference to PR Line Item No(s).		Address					
FBMS Delivery Address Code		City		State		Zip	

Accountable Property

PR Line Item No(s).		Responsible Cost Center		Custodial Property Officer Name		CPO Code	
PR Line Item No(s).		Responsible Cost Center		Custodial Property Officer Name		CPO Code	
PR Line Item No(s).		Responsible Cost Center		Custodial Property Officer Name		CPO Code	
PR Line Item No(s).		Responsible Cost Center		Custodial Property Officer Name		CPO Code	
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PR Line Item No(s).		Responsible Cost Center		Custodial Property Officer Name		CPO Code	

Attachments - Include any attachments included with this Purchase Requisition below.
