

# USPFO-KS ARMY GPC PURCHASE REQUEST

|  |  |                           |  |  |                                 |  |                    |
|--|--|---------------------------|--|--|---------------------------------|--|--------------------|
| A. REQUESTER NAME  |  | B. PHONE NUMBER:          |  | C. DATE REQUESTED  |                                 | D. DATE NEEDED BY  |                    |
|  |  |                           |  |  |                                 |  |                    |
| E. ITEM/SERVICE DESCRIPTION NSN/LN (USE REVERSE SIDE FOR ADDITIONAL ITEMS)   |  |                           |  | F. QUANTITY  | G. UNIT PRICE                   |  | H. EXTENDED AMOUNT |
| 1.   |  |                           |  |  |                                 |  |                    |
| 2.   |  |                           |  |  |                                 |  |                    |
| 3.   |  |                           |  |  |                                 |  |                    |
| 4.   |  |                           |  |  |                                 |  |                    |
| 5.   |  |                           |  |  |                                 |  |                    |
| BALANCE CARRIED OVER FROM REVERSE SIDE:  |  |                           |  |  |                                 |  |                    |
| SHIPPING/FREIGHT CHARGES:  |  |                           |  |  |                                 |  |                    |
| ORDER TOTAL:   |  |                           |  |  |                                 |  |                    |
| I. MANDATORY SOURCES CHECKLIST   |  |                           |  | J. MISCELLANEOUS REGULATORY REQUIREMENTS (IF APPLICABLE)   |                                 |  |                    |
| Sources must be selected in the following order of priority:   |  |                           |  | Check products/services for compliance with the following:   |                                 |  |                    |
| 1. AGENCY INVENTORIES: <a href="http://www.dlis.dla.mil/webflis/pub/">http://www.dlis.dla.mil/webflis/pub/</a><br>2. pub_search.aspx FEDERAL PRISION INDUSTRIES (UNICOR) <a href="http://www.unicor.gov">http:// www.unicor.gov</a><br>3. ABILITY ONE/NIB-NISH <a href="http://www.ibexp.com/ibexpress">http://www.ibexp.com/ibexpress</a> items or <a href="http://fs.salighthouse.org">http://fs.salighthouse.org</a> (May select AbilityOne) Skillcraft on GSA Advantage)<br>4. FEDERAL SUPPLY SCHEDULE (GSA) <a href="http://gsaadvantage.gov">http://gsaadvantage.gov</a><br>5. OTHER COMMERCIAL SOURCES (OPEN MARKET/LOCAL VENDORS) Small Business Preferred |  |                           |  | <input type="checkbox"/> CHECK ALL PRODUCTS FOR EPA COMPREHENSIVE PROCUREMENT GUIDELINE (CPG) COMPLIANCE, i.e. "Green Procurement."<br><a href="http://www.epa.gov/wastes/conserves/tools/cpg/products">http://www.epa.gov/wastes/conserves/tools/cpg/products</a><br><input type="checkbox"/> CHECK ELECTRONIC AND INFORMATION TECHNOLOGY (EIT) PRODUCTS AND SERVICES FOR COMPLIANCE WITH SECTION 508 (COMPUTERS, SOFTWARE, TELEPHONES, TVS, AV, ETC.) SEE <a href="http://www.section508.gov">http://www.section508.gov</a> OR LOOK FOR A 508 SYMBOL IN GSA ADVANTAGE. |                                 |  |                    |
| JUSTIFICATION TO BY-PASS MANDATORY SOURCES OR PURCHASE CPG OR SECTION 508 NON-COMPLIANT PRODUCTS OR SERVICES NOT FAIR AND REASONABLE IN TERMS OF:  |  |                           |  |  |                                 |  |                    |
| <input type="checkbox"/> IMMEDIATE NEED <input type="checkbox"/> PLEASE SPECIFY: <span style="border: 1px solid black; display: inline-block; width: 200px; height: 30px; vertical-align: middle;"></span><br><input type="checkbox"/> NOT AVAILABLE THROUGH MANDATORY SOURCES   |  |                           |  |  |                                 |  |                    |
| Local Purchase Authority (Check all that apply)  |  |                           |  |  |                                 |  |                    |
| AR 40-61   AR 600-8-22   AR 710-2   CTA 8-100   CTA 50-900   CTA 50-909   CTA 50-970   Other: _____<br>CTA Table/LIN: _____  |  |                           |  |  |                                 |  |                    |
| IF CLASS IX, EXPENDABLE/CONSUMABLE/SERVICE/TRAINING - USPFO / PBO APPROVAL NOT REQUIRED IF UNSURE, ROUTE THROUGH USPFO PROPERTY MANAGEMENT   |  |                           |  |  |                                 |  |                    |
| CLASS I / IX   |  | EXPENDABLE                |  | SERVICE  |                                 | TRAINING   |                    |
|  |  |                           |  |  |                                 | NON-EXPENDABLE   |                    |
|  |  |                           |  |  |                                 | DURABLE  |                    |
| PROPERTY BOOK ITEM: YES    NO  |  |                           |  |  |                                 |  |                    |
| K. Approval Sections   |  | Printed Name: Last, First |  |  | Signature of Approval Authority |  |                    |
| Property Mgmt USPFO  |  |                           |  |  |                                 |  |                    |
| Property Book Off (PBO)  |  |                           |  |  |                                 |  |                    |
| L. APPROVING OFFICIAL/BILLING OFFICIAL CERTIFICATION   |  |                           |  |  |                                 |  |                    |
| I HAVE REVIEWED THE ABOVE PURCHASE REQUEST AND CERTIFY THAT THE PURCHASE IS FOR OFFICIAL GOVERNMENT USE, WILL BE USED TO FULFILL LEGITIMATE MISSION REQUIREMENTS, DOES NOT EXCEED THE CARDHOLDER'S SPL OR MPT, IS NOT A SPLIT OR OTHERWISE UNAUTHORIZED PURCHASE, AND SUFFICIENT FUNDING IS CURRENTLY AVAILABLE.   |  |                           |  |  |                                 |  |                    |
| M. CARDHOLDER CERTIFICATION  |  |                           |  |  |                                 |  |                    |
| I CERTIFY THAT I HAVE OBTAINED ALL REQUIRED APPROVALS AND/OR COORDINATION, HAVE CHECKED ALL MANDATORY SOURCES, AND HAVE FOLLOWED ALL REGULATIONS, POLICIES AND PROCEDURES FOR THIS REQUIREMENT; AND THAT THIS PURCHASE IS FOR OFFICIAL GOVERNMENT USE AND WILL FULFILL A LEGITIMATE MISSION REQUIREMENT. I HAVE VERIFIED THAT THE VENDOR WILL ACCEPT CREDIT CARD FOR THIS PURCHASE.  |  |                           |  |  |                                 |  |                    |
| N. VENDOR NAME/POC/PHONE/ADDRESS/URL   |  |                           |  |  |                                 | O. PURCHASE METHOD   |                    |
|  |  |                           |  |  |                                 | <input type="checkbox"/> IN PERSON INTERNET/ <input type="checkbox"/> TELEPHONE<br><input type="checkbox"/> MAIL ORDER |                    |

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## P. RECEIPT, ACCEPTANCE AND ACCOUNTABILITY

ITEMS/SERVICES INDEPENDENT RECEIPT AND ACCEPTANCE (OTHER THAN CARD HOLDER) WILL BE ANNOTATED ON INVOICE / BILL OF LADING TO

INCLUDE: PRINTED NAME, SIGNATURE, DATE, TELEPHONE NUMBER, UNIT / LOCATION

ATTACH ALL RECEIPTS, INVOICES, AND SUPPORTING DOCUMENTATION TO THIS FORM AND RETAIN IN GPC FILE.

| D. ITEM/SERVICE DESCRIPTION (ADDITIONAL ITEMS) | F. QUANTITY | G. UNIT PRICE               | H. EXTENDED AMOUNT |
|--|-------------|-----------------------------|--------------------|
| 6.   |             |                             |                    |
| 7.   |             |                             |                    |
| 8.   |             |                             |                    |
| 9.   |             |                             |                    |
| 10   |             |                             |                    |
| 11.  |             |                             |                    |
| 12.  |             |                             |                    |
| 13.  |             |                             |                    |
| 14.  |             |                             |                    |
| 15.  |             |                             |                    |
|  |             | <b>ITEMS 6. - 15. TOTAL</b> |                    |

Other Information:

### KSARNG GPC PURCHASE REQUEST FORM INSTRUCTIONS

**BLOCKS A-F:** Completed by the requesting end-user. The requester may perform market research using publicly available catalogs, publications, or web sites, but may NOT, under any circumstances, request quotes or negotiate terms with vendors.

**BLOCKS G-J:** Completed by the GPC Cardholder. The GPC cardholder shall obtain price quotes from the vendor via the internet, e-mail or phone. The GPC cardholder shall also check all mandatory sources and ensure selected items/services meet the regulatory requirements.

**BLOCK K:** The GPC cardholder shall route the form to the appropriate authorizing/coordination official for the types of items/services listed. If Class I / IX, expendable / consumable items, services, or training, USPFO / PBO approval not required.

**BLOCKS L AND M:** These blocks shall be digitally signed by the approving/billing official and the cardholder, respectively, BEFORE the purchase is made.

**BLOCKS N-O:** Self-explanatory.

**BLOCK P:** Receiver (other than cardholder) must sign for each purchase on actual invoice / bill of lading.

**THIS FORM SHALL BE ROUTED ELECTRONICALLY AND RETAINED WITH THE SUPPORTING DOCUMENTATION FOR EACH PURCHASE.**