

CHAPTER 2

PURCHASE REQUESTS

1. Scope. This chapter provides information and guidance on the necessary elements of a purchase request and activity responsibilities regarding screening, control and routing of requests.

2. Policy. A purchase request (PR), sometimes called a purchase requisition, shall be prepared and approved before the contracting officer initiates a purchase action.

3. Description of Forms. A variety of forms may be utilized as purchase requests, including:

a. Request for Contractual Procurement (NAVCOMPT Form 2276) (RCP).

b. Order for Work and Services/Direct Citation (NAVCOMPT Form 2276A).

c. DoD Single Line Item Requisition System Document (manual) (DD Form 1348), DoD Single Line Item Requisition System Document (manual-long form) (DD Form 1348-6) or DoD Single Line Item Requisition Document (mechanical) (DD Form 1348m); and for afloat units, Non-NSN Requisition (NAVSUP Form 1250-2).

d. Locally approved intra-activity requisition forms may be used provided they: (1) are approved by competent authority (e.g., the activity comptroller, parent command, type commander); and (2) contain all the required information cited in the forms discussed in subparagraphs (a) through (c) above.

e. Military Interdepartmental Purchase Requests (MIPR) (DD Form 448). (MIPRs may be forwarded by the originating military department to another military department or government agency for purchase action.) Field contracting activities responsible for single department procurement may receive requests for purchase action on a MIPR or, from Navy activities, on a Request for Contractual Procurement (NAVCOMPT Form 2276).

4. Purchasing Office's Responsibility

a. Control and Routing of Purchase Requests. Each purchase request received within the procurement organization shall be receipt dated (except for those PR's received through an automated system that contains the necessary controls to ensure the integrity of the document) and assigned to a tracking system. The details of a control system may vary depending on the type of purchase requests received, volume of documents processed, office structure and degree of office automation, however should provide a means to control the progress of requisitions and provide status information, etc.

b. Purchase Request Review. Once received in the purchasing organization, all PRs shall be reviewed for adequacy. Each office should establish minimum standards for requirements data which must be included as a part of each PR to be considered adequate. If a PR is determined to be inadequate for procurement action, it should normally be returned to the originator for modification or cancellation. Purchase requests should be properly screened prior to reaching the buyer's desk. Only in the most unusual circumstances should the individual buyer be required to perform the screening action. The minimum information needed to determine adequacy of a PR will include, but not necessarily be limited to, the following:

(1) Technical Screening. Each purchase request shall contain evidence that screening for mandatory sources of supply has been accomplished and necessary waivers or approvals for open purchase are attached.

(2) Document Number. Make-up of document numbers may vary depending upon activity and accounting requirements. A document number is often comprised of the requiring activity Unit Identification Code, Julian date of the requisition and serial number. For Requests for Contractual Procurement (NAVCOMPT Form 2276) the standard document number prescribed for use of that form shall be included. Regardless of the format, a document number shall be included in order to adequately track the requirement.

(3) Adequate Description of the Requirement. The supplies/services must be described in a manner which will encourage maximum competition and eliminate any restrictive features which limit acceptable quotes to one contractor's product. Methods of describing requirements include:

(a) Purchase Description. A purchase description is the most common method of describing simplified acquisition requirements. An adequate purchase description should set forth the essential physical and functional characteristics of the supplies/services required. It should not be unduly restrictive and shall not specify a product peculiar to one manufacturer (e.g., by manufacturer, brand name and part number (P/N) only) unless it is essential to the Government's requirement; and other similar products lack the particular feature necessary to meet the Government's minimum requirements. A purchase description should include the following characteristics, as necessary, to describe the Government's minimum requirements:

- 1 Common nomenclature;
- 2 Kind of material (i.e., type, grade alternatives, etc.);
- 3 Electrical data, if any;
- 4 Dimensions, size, or capacity;
- 5 Principles of operation;
- 6 Restrictive environmental conditions;
- 7 Intended use, including location within an assembly and essential operating conditions;
- 8 Equipment with which the item is to be used;
- 9 End item application;
- 10 Original Equipment Manufacturer's Part Number, if applicable; and
- 11 Other pertinent information that further describes the item, material, or service required.

(b) Military/Federal Specifications. When simplified acquisition procedures are used, commercially available items are preferred. Military/Federal (MIL/FED) Specifications are discouraged and should only be used as a last resort. However, if the customer describes the item by a MIL/FED Specification, the ordering data contained in

paragraph 6.2 of each specification must be included. When a MIL/FED specification is used, the buyer must check to see if a Qualified Products List (QPL) applies. If a QPL does apply, award can only be made to a contractor who's product is listed on the QPL.

(c) Brand name or equal. Generally, the minimum acceptable competitive purchase description is the identification of a requirement by use of a brand name followed by the words "or equal". All known brand name items meeting the requirement should be included. Brand name or equal descriptions must also set forth those salient physical, functional, or other characteristics of the brand name product which are essential to the Government's needs. These characteristics must be provided by the customer in the PR. When a brand name or equal description is used to describe the requirement, the provision at DFARS 252.210-7000, "Brand Name or Equal" must be included in the request for quotation. Any contractor who submits a quotation on an "equal product" is required to clearly identify the item by brand name, if any, and make or model number, and provide literature (e.g., catalog, description, etc.) which shows that the offered product meets the salient physical, functional, and essential characteristics required. This data is then furnished to the customer who must determine if the offered product is in fact equal. If the product is not equal the customer shall submit a written determination explaining why the "or equal" product is not acceptable.

(4) Quantity and unit of issue. The contracting officer shall normally purchase the exact quantity stipulated on the PR; however, when an upward adjustment in quantity is desirable in order to obtain the most economical buy, or where it is otherwise advantageous, the purchasing activity may make such adjustment provided the adjustment does not exceed funding restrictions annotated on the face of the requisition or:

(a) On a case-by-case basis the PR originator is contacted for authority to adjust the requested quantity; or

(b) The originator has a pre-established written agreement with the contracting officer which automatically allows the contracting officer to effect changes to the PR quantity.

In all cases where the originator authorizes the purchasing activity to effect automatic adjustments in quantity to obtain the most economical buy, a restrictive statement to prevent

over expenditures shall be annotated on the face of the requisition. This statement shall read: "This requisition subject to fund limitation. Do not initiate supply action which will result in charges in excess of \$_____."

(5) Delivery Information. Required delivery information should include information such as required delivery date or period of performance, place of delivery, if partials will be accepted, and priority designator, if appropriate. The required delivery date (RDD) must be stated as a specific calendar date (Julian dates are acceptable).

(6) Unique requirements. Any other unique requirements such as marking, packing, or transportation accounting code (TAC) shall be included as necessary.

(7) Price estimate. A price estimate and the basis upon which the estimate was developed; (i.e. previous buys and prices paid for same or similar item, catalog prices, newspaper advertisements, etc).

(8) Funding

(a) Each purchase request should contain adequate funding to support the requirement. This is usually shown by approved accounting and appropriation data and an estimated dollar amount. This requirement is necessary unless the requirement is backed by a bulk funding document. The estimated cost shown on the PR is the amount that has been committed by the requiring activity to cover the purchase of the requested supplies or services. Responsibility for controlling the obligations of funds and the limitations of such funds is vested exclusively in the allotment holder or his designated representative. Consequently, NAVCOMPT form 2276 contains a certification by the approving signature block stating, "I certify that the funds cited are properly chargeable for the items requested." For any other PR/requisition form the person signing/approving the document is also making the certification even though it may not be preprinted on the PR form itself. However, this does not relieve the contracting officer of ensuring that all requirements of law, executive order, regulations, and all other applicable procedures have been met as required by FAR 1.602-1.

(b) Purchase Requests (PRs) Containing Restrictions as to Availability of Cited Funds. If the PR contains a cut off date for obligation of the cited funds, every effort shall be made to schedule procurement actions to

meet the established deadline. However, meeting the established deadline does not relieve the contracting office of compliance with established procurement policies including adequate competition and fair and reasonable pricing. Any known or anticipated delays which may prevent the obligation of funds by the deadline date shall be timely reported to the requisitioner. When the purchase price will exceed the monetary ceiling amount of the PR, no obligation action shall occur unless additional funds are authorized and obtained. These funds may be authorized and obtained by any of the following methods:

1 An increase may be requested and authorized by message when time does not permit the use of a requisition amendment. When NAVCOMPT Form 2276 is used, an increase is processed via an amended NAVCOMPT Form 2276.

2 Authorization may be obtained by telephone, but must be confirmed in writing.

3 Customer activities which place a high volume of purchase actions with their respective contracting office may establish written agreements to permit the contracting office to exceed the amount committed on an individual purchase request within specific amounts or limitations.

(9) Approvals and/or signatures. Purchase request's should include all necessary justifications and signatures approving the requirement. Other approvals that might be documented include items such as sole source justifications, FIP approvals, HAZMAT certifications, etc. Examples of some requirements that generally require special approval can be found in enclosure (2). This enclosure provides a ready reference for requisitioners, technical and contracting personnel when preparing and processing purchase requests and was developed to assist the acquisition community in responding to the many questions that have historically been raised concerning the subjects listed. The guide is not intended to be all-inclusive nor is it intended to supplant the most recent regulations and directives applicable to the items/services listed.

(10) Inspection and acceptance. Supplies obtained using simplified acquisition procedures are normally inspected and accepted at destination. Any special inspection and acceptance procedures deemed necessary by the requiring activity shall be noted on the purchase request.

(11) Point of Contact. A point of contact with telephone number is needed in case additional information is required.

(12) Options. The requiring activity should identify on the purchase request any known requirements that may be suitable for award as a basic contract with subsequent years as options. This allows the contracting officer to include options in purchases when it is in the Government's best interest.