

PURCHASE REQUEST CHECKLIST

All requirements for supplies must be screened for availability in the supply system using; NSN, NIIN, nomenclature, manufacturer and or part number prior to being routed for contract action! If the supplies are available through the supply system they must be acquired through the supply system in accordance with; Federal Acquisition Regulation (FAR) 8.002 (a) (1). This checklist is provided to document the mandatory screening of the supply system and to minimize delays in the PR routing/ procurement process.

PURCHASE REQUEST #:			
STEP	YES	<i>Check the appropriate block for each step listed below</i>	
1		If the supplies requested are not found in the supply system, a screen shot from the system showing that the supplies are not available must be provided. Is the documentation required by this step, attached to this request?	
STEP	YES		
2		If MEF units must review AMHS MSG DTG 221604z Sep 11 prior to routing this request for contract action. Additional guidance on waivers can also be found at: http://www.marines.mil/unit/mceast/contracting/Pages/waiver-requirements.aspx Has this message and website been reviewed and are all required waivers attached to this request?	
STEP	YES	N/A	
3		If the items ARE in the supply system but they are not available in sufficient time, quality or quantity, provide the appropriate Defense Logistics Agency (DLA), Item manager or Marine Corps Systems Command waiver to support and authorize purchasing these items outside the supply system. Is this step applicable and are all required waivers attached to this request?	
STEP	YES	N/A	
4		If a sole source or brand name specific item is requested for this requirement, a sole source justification and approval must be completed and attached to this request. http://hqmc.usmc.mil/CMPG/usmc_cmpg/files/doc/USMC-Sole-Source-Justification-and-Approval-Template.doc Is this step applicable and is the required documentation attached to this request?	
<i>Purchase Requests (PR's) for similar items within the same organization should be consolidated to leverage economies of scale and reduce administrative burden. Ensure PR's are consolidated whenever possible.</i>			

(If you have any questions about the steps listed above or the procurement process call 910-451-2184)

**PURCHASE REQUEST CHECKLIST SUPPLY ENDORSEMENT **			
I certify, that the supply system has been properly screened and that the above steps have been completed in their entirety for the items requested on this Purchase Request.			
_____	_____	_____	_____
Supply Officer/Chief (Print Rank/Name/Billet)	Signature	Date	Phone #
**PURCHASE REQUEST CHECKLIST COMMAND ENDORSEMENT **			
I have reviewed and approve this Purchase Request.			
_____	_____	_____	_____
CO/XO (Print Rank/Name/Billet)	Signature	Date	Phone #