

DIRECTIONS to fill out the PURCHASE CARD REQUEST FORM

- ✓ ALL PURCHASES MUST BE PREAPPROVED IN WRITING BY THE APPROVING OFFICIAL'S SIGNATURE
- ✓ THIS FORM CAN BE TYPED OR HAND PRINTED LEGIBLY USING BLACK INK ONLY. PENCIL IS NOT PERMITTED.
- ✓ FOR CORRECTIONS, MAKE A SINGLE LINE THROUGH MISTAKE AND INITIAL, DO NOT USE WHITE OUT.
- ✓ SIGNATURE STAMPS AND CONTRACTED EMPLOYEES ARE NOT AUTHORIZED.

- Requester's name: First and Last name, pay grade optional.
- Phone Number: Requesters day time phone number.
- Date: Date requester submits request to the purchasing section.
- Department and Section: Requesters department and section.
- Priority, Emergency, Routine: Only check one box that applies to the purchase.
- Description/ Nomenclature: Need the noun name of the Supply; Service type and location (location to place portable toilets need at LZ Blue Bird for 12/1/2013-12/15/2013.). Cannot use "SEE ATTACHED" on first or second line, must start listing (noun name) of items then on bottom line you can annotate "SEE ADDITIONAL/ATTACHED LIST". This List must have all items listed to include shipping cost and must be approved by the Funds Approver or Comptroller. This is call a Shopping List.
- Make/ model/ PN/ NSN: Vendor ordering numbers
- QTY: How many items are being ordered
- U/I: Unit of Issue: (i.e., (EA) each, (LT) lot, (DZ) dozen)
- Unit Price: Cost for unit of issue.
- Total Price: QTY column multiplied by Unit Price.
- Justification: Cardholder's reason for purchasing the Supply or Service above. Attach additional sheets as needed.
- **Pre Purchase Check List:**
 1. Prohibited list is located in Chapter 4 of the NAVSUPINST 4200.99C, Attachment D of the USMC SOP, and enclosure 2 of the NAVSUPINST 4200.85D.
 2. Split Buy – cannot split purchase to circumvent the micro purchase threshold.
 3. Must always rotate vendors. Except for services (i.e., cable, cell phone services)
 4. IAW MARADMINs 298/08, 375/11 all IT equipment must have an IT waiver.
 5. Commercial video/audio/media waiver required -Self explanatory.
 6. All HAZMAT items must have a HAZMAT approval by the Unit's HAZMAT Officer.
 7. Training must be Commercial off the Shelf (COTS) and include an SF-182; If attached to II MEF, waiver is required for all Tactical or Services and Supplies that are not the normal purchasing practice of the Purchasing Department.
 8. Item that someone would want to take home or steal. Annotate the property control number in the space provided.
 9. Is the item recorded in an Approved Program System of Record (APSR) (i.e., DPAS)? Annotate the property control number in the space provided.

DIRECTIONS to fill out the PURCHASE CARD REQUEST FORM

- **FIPS and Document Number:** Used by Units when needed.
 - **Have you screened the required sources of below?**
 1. Local SERVMART: for all supplies and services.
 2. FEDMALL: Mandatory for all Office Supplies, IT Equipment and Janitorial supplies.
 3. Ability One: Skillcraft and janitorial supplies can also get services.
 4. Furniture: Navy's Furniture BPA's
 5. GSA ADVANTAGE: All other types of Supplies or Services.
 6. Printing: DLA Printing is the only place to have printing done, no matter the urgency, business cards not authorized.
 - **Type of order:** check Phone, Over the Counter, Internet, or other.
 - **Ensure Vendor is screened for the following:** Self-explanatory. Do not use PAY-PAL.
 - **Vendor Information:** One Vendor per Purchase Card Request Form.
 - When choosing vendors from GSA or FEDMALL, place GSA and vendors name or FEDMALL and vendors name. If ordered online, place the website URL.
 - **Order Information:**
 - Call Number (established when making the order)
 - Date Ordered (must be same date as AO approval or later)
 - Est. Delivery (if applicable)
 - Actual Cost: If this amount is greater than what was previously approved by the Funds Approver, have the Funds Approver approve the increase by initialing the actual cost.
 - Date Received: Received by the Cardholder.
 - **MISC Unit Information:** Use this box to add supportive information (i.e., refunds, price changes).
- Required Signatures Prior to the Purchase:** Digital signatures are authorized.
- Funds Approved by: Unit Funds Approver provides printed name, signature, and date to verify unit funds are available for the purchase (Must be a government employee; cannot be the AO or CH).
 - Card Holder: CH provides printed name, signature, and date to verify this is an authorized purchase and the form is filled out correctly.
 - AO Approval: AO provides printed name, signature, and date to verify this is an authorized purchase and the form is filled out correctly.
- **Receiver must sign Sales Receipt/ Invoice to verify quantity:**
 - Receiver provides printed name, signature, and date to verify supplies, services, or training has been received. The AO or CH cannot be the receiver; this must be a government employee; Receivers must also, print, sign, and date invoice/receipt.
 - **Verification of Sales Receipt/ Invoice and Receipt / Acceptance:**
 - AO provides printed name, signature, and date to verify the form is filled out properly; receipt/invoice contains the recipients printed name, signature, and date; If applicable, waivers are attached;

DIRECTIONS to fill out the PURCHASE CARD REQUEST FORM

- CO/DIR information is needed when the Purchase is for Services or Supplies that are not the normal purchasing practice of the Purchasing Department. This is also needed when the Agency Program Coordinator and Acquisition Legal Counsel is required. Purchases must be an approved bona-fide government need to meet the minimum requirements of the government.