



Requisition for Supplies, Services, or Equipment

1. Date	2. Request No.	3. Budget Finance No.	4. Account No.	5. Property Accountability Finance No.	6. Property Code No.	7. Capital Property ID No.
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8. Job Order Number (Maintenance Use Only)	WC	Acronym				Equipment No.				EC	Work Order No.			

REQUESTOR INFORMATION				DELIVERY INFORMATION			
9a. Name	Title			10a. Contact			Telephone No. ()
9b. Signature	9c. Organization			10b. Address			
9d. Address				City			State ZIP + 4
City		State	ZIP + 4	10c. Desired Delivery Date			10d. Required Delivery Date
9e. Telephone No. ()		9f. FEDSTRIP Address Code		10e. FEDSTRIP Address Code			10f. Acceptable Delivery Times From: To:

SUPPLIES, SERVICES, OR EQUIPMENT INFORMATION

11a. Item/Part No.	11b. Supplies, Services, or Equipment Requested <i>(Attach SOW, specifications, or other technical data, if applicable)</i>	11c. Unit of Issue	11d. Quantity	Estimated	
				11e. Unit Price	11f. Total Cost

12. Rationale	11g. Total Estimated Cost \$
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SUGGESTED SOURCES OF SUPPLY (Provide name, street address, city, state, ZIP + 4, contact name, and telephone and fax no.)

13a.	13b.	13c.

APPROVALS (The contracting official is authorized to make the purchase provided it does not exceed the amount entered below.)

14a. Certification of Funds (Signature, name, and title) Funded Amount: \$	Date
14b. Approval Authority (Signature) _____ (Name and title)	Date
14c. Other Approval (Signature) _____ (Name and title)	Date

15. After Approval/Funding, Send to:	16. Local Notes

PURCHASING USE ONLY

17a. Excess Equipment Available? <input type="checkbox"/> No <input type="checkbox"/> Yes	17b. Buyer Initials	17c. Processing Code	17d. Assigned By/Date	17e. Control No.	17f. Date Due
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Instructions for Use of PS Form 7381, Requisition for Supplies, Services, or Equipment

Use

This form is used to request the purchase of supplies, services, or equipment. It may be used either electronically or as a hard copy.

Electronic Use

In order to reduce administrative burden and cost and to quicken the approval and purchasing process, it is preferred that you fill-out and transmit this form electronically, whenever possible. Depending on local procedures, all data elements may be addressed as necessary. The approvals in 14a., 14b., and 14c. should be filled-in electronically, and the completed form forwarded to the applicable purchasing organization by email. If the technology required for electronic approvals is not available, the signature blocks may be left blank, and the email message stream showing the necessary reviews and approvals will serve in their place.

Hardcopy Use

When necessary, hard copies of this form may be used to request the purchase of supplies, services or equipment.

General Information

1. Enter the date.
2. Enter the last two digits of the current fiscal year and the next local sequential number (91-1, 94-2, etc.)

Fiscal Information

3. Enter the budget finance number of the funding office.
4. Enter the applicable account number (5XXXX if expense; 8XXXX if capital).
5. Enter the property accountability finance number (this is the finance number of the office receiving the equipment).
6. Enter the property code number, if capital equipment (see Handbook F-43, Property Code Numbers).
7. Enter the capital property ID number, if the item will be added to a piece of capital equipment and increase its value.
8. Enter the job work order number, as appropriate (maintenance use only).

Requestor Information

9. You (the requestor) must provide the following information:
 - a. Your name and title;
 - b. Your signature;
 - c. Your organization's name (example: Marketing).
 - d. The complete address of the facility or organization in which you work, including email address;
 - e. Your telephone number (including area code); and
 - f. The FEDSTRIP budget code of the funding office.

Delivery Information

10. You must provide the following delivery information:
 - a. Who should be contacted in case questions concerning delivery arise (include the telephone number and area code);
 - b. The complete address of the facility or organization where the delivery is to take place (including, for example, "inside," "back door," etc.);
 - c. The desired delivery date. This is the optimal date when the good or service can be provided;
 - d. The required delivery date. This is the date by which the good or service must be delivered;
 - e. The FEDSTRIP budget code of the facility or organization where the item will be delivered; and
 - f. The acceptable delivery times. These are the hours during which personnel will be available to accept the delivery.

Supplies, Services, or Equipment Information

11. If you are requesting more than one type of item, use a separate line for each type. If applicable, indicate catalog numbers. If you wish the

item to be obtained from GSA, indicate so here. If applicable, provide a general description of the service or equipment required, and attach any statements of work, specifications or other technical information needed to process the purchase.

- a. If applicable, enter the item or part number.
- b. If you have entered an item or part number in column a, provide only the name of the item. Otherwise, provide a short description of the required supplies, services or equipment. Ensure that any necessary statements of work, specifications, or other technical data are included with your request. Also ensure that specifications are included with any brand-name or equal description.
- c. If applicable, enter the type of unit in which the item is sold (units of issue are "one box", "one set", "a carton", etc.).
- d. Enter the required quantity (by unit sold) of each item.
- e. Enter the unit price for the item. Prices may come from catalogs or previous purchases. If the price is unknown, provide an estimate.
- f. Enter the total estimated price. This is calculated by multiplying the unit price by the number of units being purchased.
- g. Total all items in column f. This total cost also serves as the funding amount for this requisition.

Rationale

12. Provide a brief explanation of why the supplies, services or equipment are needed.

Suggested Sources of Supply

13. Provide three (if possible) names, addresses, and telephone numbers of manufacturers, repair companies or other businesses capable of meeting the requirement. If known, ensure that suggested sources include small, minority, and woman-owned businesses.

Approvals

14. Obtain the appropriate approvals. (Note: As discussed under "Use" above, these approvals may be provided electronically or may be left blank when an email string shows that the individuals authorized to provide the required approvals have done so.)
 - a. The individual certifying that funds are available for this purchase signs here and also provides his or her title and the date.
 - b. The individual with authority to approve the purchase signs here and also provides his or her title and the date.
 - c. If further approval is necessary, the appropriate authority signs here and also provides his or her name, title and date.

After Approval/Funding Send to:

15. Enter the name and address of the purchasing organization which has the authority to purchase the supplies, services, or equipment required.

Local Notes

16. Use this space to enter any information or data you deem necessary.

Purchasing Use Only

17. These areas may be filled in only by purchasing personnel.
 - a. Indicate whether the item may be obtained through excess.
 - b. The buyer handling this requisition must enter his or her initials.
 - c. Enter the processing code for this particular purchase.
 - d. The contracting officer must enter his or her initials here and also provide the date.
 - e. Enter the SNAPS Purchase Request number.
 - f. Enter the date the purchase is due to be finalized.