



National Park Service Purchase Request (New Requirement & Modifications)

Completed forms should be submitted to a designated FBMS Requisitioner for processing. Regions/
Offices may have additional instructions or business processes.

Right-click and open in Adobe to input, sign, and save text properly



Date of Request		Internal Tracking No.		FBMS PR Number	
PR Requisitioner & Requestor Information					
Requestor Name		Phone		Ext.	
FBMS Requisitioner (If different than Requestor)		Phone		Ext.	
PR Type (Choose one dropdown option) please use the AutoChoice PR form for GSA auto purchases					
PR Header Info (starting PR title with park alpha code may be helpful to MABO)					
PR Title (40 characters)				Issuing Office Purch Group/MABO	
FBMS COR/SAP Receiving Official		Requesting Park/Program and Office/Division			
Originating Office FBMS Code	Address			Application Number	
	City		State	Zip	
Originating Office POC		GSA/Contract Number		Ratification Indicator	
PR Header Text (1,650 characters max.) - Include information such as project name and NP property numbers					
Award POC Information			IAP/IAGP		
Suggested Vendor(s)			PMIS Number		
Suggested Buyer/CO			IT Approval Numbers		
FBMS PR Approvers – Supervisor and Funds approvers are required for all PRs. Additional approvers may be required depending on the UPC.					
Supervisory Approver		Email			
Certifying Funds Approver		Email			
IT Approver		Email			
Radio Approver		Email			
Personal Property Approver		Email			
Real Property Approver		Email			
Fleet Approver		Email			
Ad Hoc Approver		Email			



National Park Service Purchase Request



PR Items List

- Determining the UPC requires communication among requisitioners, COs, budget staff, property staff, and/or project managers.
- This is where you will determine the PR line item set-up, which will inform how the vendor should invoice.
- Accounting for every PR line (funded or unfunded) is required for successful PR submission. If no accounting is provided, your PR will not be accepted in FBMS

PR Line Item No.	Item Category Line Item Setup	Short Text Max. 40 characters <i>No special characters, such as \$ * % -</i>	Quantity	Unit Price <i>or</i> Lump Sum Amount	UPC	Line Total Amount	Award Number <i>If Applicable</i>	SAF Check for "Yes"

TOTAL \$

PR Accounting Information

- Only one line of accounting is allowed per line for financial assistance. Do not split accounts for these actions.
- Percentages should be whole numbers.

PR Line Item No.	Amount or Percentage Distribution	WBS or Work Order <i>If Applicable</i>	Cost Center	Functional Area	Fund	Delivery Date <i>(mm/dd/yyyy)</i> OR Period of Performance <i>(mm/dd/yyyy) to (mm/dd/yyyy)</i>
						to
						to
						to
						to
						to
						to
						to
						to
						to
						to
						to
						to

Delivery Address - Input code (If Known) or Address. Special delivery instructions should be included in the header or as an attachment.							
In Reference to PR Line Item No(s).		Address					
FBMS Delivery Address Code		City		State		Zip	
In Reference to PR Line Item No(s).		Address					
FBMS Delivery Address Code		City		State		Zip	
In Reference to PR Line Item No(s).		Address					
FBMS Delivery Address Code		City		State		Zip	
In Reference to PR Line Item No(s).		Address					
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FBMS Delivery Address Code		City		State		Zip	
In Reference to PR Line Item No(s).		Address					
FBMS Delivery Address Code		City		State		Zip	
In Reference to PR Line Item No(s).		Address					
FBMS Delivery Address Code		City		State		Zip	

Accountable Property - CPO Codes can be found on the NPS Personal Property Management Dash when on network or VPN							
PR Line Item No(s).		Responsible Cost Center		Custodial Property Officer Name		CPO Code	
PR Line Item No(s).		Responsible Cost Center		Custodial Property Officer Name		CPO Code	
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PR Line Item No(s).		Responsible Cost Center		Custodial Property Officer Name		CPO Code	

Attachments - Include any attachments included with this Purchase Requisition below.			