

PURCHASE ORDER REQUEST FORM  
(PORF)

Requesting Individual		Vendor Name		Screening			
Name:		Name:		Under Applicable Micro-Purchase Threshold		YES	NO
Phone:		Address:		Ability One:		YES	NO
Office:		City, ST, ZIP:		Furniture:		YES	NO
Justification:		POC:		Office Supplies:		YES	NO
		Phone:		HAZMAT:		YES	NO
				ITPR Required:		YES	NO

Description	Part Number/NSN	U/I	QTY	U/P	T/P
<b>Subtotal</b>					
<b>Subtotal #2</b>					
<b>Total</b>					

" I CERTIFY THAT THIS PURCHASE DOES NOT EXCEED THE APPLICABLE MICRO-PURCHASE AUTHORITY"

CARD HOLDER SIGNATURE:

OPTAR/FUNDS SIGNATURE:

LOA AA:

OMB Sub  
Object Class:

Document Number:

AO APPROVAL SIGNATURE:

FUND APPROVAL: The acquisition/purchase can be made once this form is complete and the NSTC Comptroller (N8) approves the obligation in FASTDATA.

Notes:



## Instructions for Preparation of Purchase Order Request Form (PORF)

Card Holders (CHs) should use this form in lieu of NAVCOMPT Form 2276 when making micro-purchases. SERVMART Shopping Lists, Quotes, etc., should be attached when appropriate. Printing documents should be obligated under the proper source document: PT for NSTC (including CD), RTC and OTC; or MD for NROTCs.

**1. JUSTIFICATION:** Enter justification for the purchase (e.g. clarification, furniture BPA number or reason for going outside mandatory sources of supply). Subscriptions for publications or electronic/data services must be certified/approved by the Activity HA, per NAVSUPINST 4200.99C, chap 4, pg 4-5.

**2. SCREENING:** This form contains required technical screening information. CHs are to complete this section by placing a ✓ in the appropriate block and ensuring approval is received prior to purchasing IT or HAZMAT items. Listed below is information, websites and points of contact to assist you in completing the screening.

**-UNDER APPLICABLE MICRO-PURCHASE THRESHOLD:** Requirement complies with the current micro-purchase threshold for supplies, services, convenience checks or construction.

**-ABILITY ONE:** Purchase supplies or services, which are on the AbilityOne Procurement List, from a AbilityOne Supplier. Websites: <http://www.abilityone.gov/> or "A" list at [http://www.abilityone.gov/procurement\\_list/index.html](http://www.abilityone.gov/procurement_list/index.html). Reference: NAVSUPINST 4200.99C, chap 4, page 4-2 through 4-4.

**-FURNITURE:** Purchase office, industrial and institutional furniture from the NAVSUP Fleet Logistics Center (FLC) Norfolk suite of strategically sourced Blanket Purchase Agreements (BPA). Exceptions to this policy must be made on a case-by-case basis at a level no lower than the Chief of the Contracting Office. Purchases for furniture that fall between \$3,500.01 and \$10,000 may have additional regulatory requirements, for example Federal Prison Industries (FPI) screening. Reference: NAVSUPINST 4200.99C, chap 4, pg 4-4; PCAN FY16#5; and PCAN 16 NOV15 AMENDED – Use outlined procedures to comply with furniture acquisition policy.

**-OFFICE SUPPLIES:** Office supplies, to include items on the AbilityOne Procurement List, shall be purchased from FedMall (formally DOD EMALL) or on-base SERVMART/AbilityOne Base Supply Center. DON GCPC Procurement policy is to use government automated purchasing systems (FedMall, GSA Advantage and VA.gov) to ensure compliance with Federal and DON procurement and strategic sourcing requirements. Any purchase outside the above will need AO pre-approval and justification added. Price is not a consideration. Reference: NAVSUPINST 4200.99C, chap 4,

**-HAZMAT:** All HAZMAT product requests must go through the Regional Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP) Centers (RCC) for approval prior to purchase. RCC approval stamp or their approval for activities to commercially acquire the HAZMAT product, should be in your purchase file. Reference: PCAN FY15 #03, GCPC Purchases of Hazardous Material.

**-ITPR:** All IT supplies and services require NSTC N6 approval prior to purchase, this could include an approved ITPR or email approval. NSTC N6 phone number: (847) 688-3456 X 233. Reference: Navy Information Technology Procurement Request Fiscal Year Guidance.

**3. DESCRIPTION:** List the item(s) and/or service(s) to be purchased. Ensure description, part number or NSN, quantity, unit of issue, and unit price are entered. The total amount will automatically calculate once the quantity and unit price are entered. A description of "See Attached" or "Unit Supplies" are **not authorized as an entry**, a complete description and total quantity must be listed.

## **4. SIGNATURES:**

**-CH signature:** Digital signature certifies the purchase conforms to the micro-purchase regulations.

**-OPTAR/Fund signature.** Individual that initiates the obligation of funds in FASTDATA. Enters the following information on PORF: (1) Line of Accounting (LOA); (2) Document number; and (3) OMB Sub Object Class number. Digital signature verifies funds were available in the OPTAR/Responsibility Center.

**-AO signature:** Digital signature provides activity approval for the acquisition. For overall acquisition approval see number 5 below.

**5. FUND APPROVAL:** The acquisition/purchase can be made once the PORF is complete and the NSTC N8 Comptroller Certifying Official, with authority to approve funds in FASTDATA for miscellaneous documents, approves the obligation in FASTDATA, allowing the funds to flow to the accounting system.

**6. NOTE:** For additional clarification/justifications as needed.