DEPARTMENT OF TRANSPORTATION

PROCUREMENT REQUEST PROCESS RAPIDLY

PROCUREMENT REQUEST NO.

DATE RECEIVED

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1. NAME, PHONE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT

3. ORIGINATING OFFICE DATA

4. ADDITIONAL INFORMATION (Suggested supply sources, security data, etc.)

2. TYPE OF REQUEST (Check one)

A ☐ NEW REQUEST

B ☐ CHANGE TO PENDING PR NO. _____

C ☐ MODIFICATION TO CONTRACT OR ORDER NO. _____

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5. APPROVALS

APPROVING OFFICIALS (A)	ROUTING SYMBOL (B)	DATE (C)	INTERNAL ROUTING	
			INITIALS (D)	ROUTING SYMBOL (E)
(1) AUTHORIZED REQUISITIONER				
(2) ACCOUNTING CERTIFICATION OFFICER				
(3)				
(4)				

6. CONSIGNEE AND DESTINATION

7. DATE(S) REQUIRED

8. GOVERNMENT FURNISHED PROPERTY
☐ YES   ☐ NO   *(If "YES" see par. 8 of Instructions on page 2.)*

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9. DESCRIPTION OF ITEMS OR SERVICES

ITEM NO. (A)	ITEM OR SERVICE (Include Specifications and Special Instructions) (B)	QTY (C)	UNIT (D)	ESTIMATED COST	
				UNIT (E)	AMOUNT (F)

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10. ACCOUNTING DATA

SYSTEMS DATA	CHECK APPLICABLE QUARTER
	☐ 1ST ☐ 2ND ☐ 3RD ☐ 4TH

TOTAL

AGY	DST Y	APPN CODE	LIM CODE	AFC CODE	A L I C	PROGRAM ELEMENT	COST CENTER	OBJECT CLASS	DOCUMENT NUMBER				PROJECT	ACCOUNTING AMOUNT
									TYPE	FY	P.R. NUMBER	SUFFIX		
2					0				21					
2					0				21					
2					0				21					

FORM DOT F 4200.1.2CG (Rev. 2-94)
PREVIOUS EDITIONS ARE OBSOLETE

INSTRUCTIONS FOR PREPARATION OF PROCUREMENT REQUEST (PR)

GENERAL- Leave upper righthand corner blank. These spaces are for procurement office use. Complete all applicable blanks. If additional space is needed, use blank paper or Form DOT F 4200.2CG, Procurement Request Continuation Sheet.

ITEM 1-NAME, PHONE NUMBER, AND ROUTING SYMBOL of person to contact concerning the request.

ITEM 2-TYPE OF REQUEST

A. Check "New Request" if this is an initial request. B. If this is a change to a pending PR, check box, and enter PR number assigned by procurement office. C. If PR is for modifying an existing order or contract, check box, and enter order or contract number assigned by procurement office.

ITEM 3-ORIGINATING OFFICE DATA. Enter any internal data needed by the office preparing the PR, such as internal PR number, project or task number, etc.

ITEM 4-ADDITIONAL INFORMATION. Use this space to indicate suggested sources of supply, any applicable security classification, or for other instructions or data. If the items or services are proposed to be obtained from only one source of supply, furnish a "sole source" justification with the PR.

ITEM 5-APPROVALS.

COL. A-APPROVING OFFICIALS. Enter typed name and title for approving officials as indicated below:

(1) Authorized Requisitioner. Signature of person authorized to approve request for procurement action.

(2) Accounting Certification Officer. Signature of accounting representative having authority to certify that funds are available for the procurement.

(3) and (4) For use as may be required by local instructions.

COL. B-ROUTING SYMBOL. Self-explanatory.

COL. C-DATE. Give date of approval.

COL. D AND COL. E-INTERNAL ROUTING. Use these blocks only if internal review and intermediate approvals are required by approving officials.

ITEM 6-CONSIGNEE AND DESTINATION. Enter the name of consignee and address location where requested items are to be delivered or services are to be performed. If shipments are to be made to more than one destination, enter the words "Multiple Destinations" in this block and attach a list of the consignee addresses where shipments are to be made.

ITEM 7- DATE(S) REQUIRED. Enter the date(s) that items are required. Do not use "as soon as possible" or similar terms. When the requested items and/or services are required sooner than the normal procurement lead-time would permit, a written justification should be attached to the PR. The justification should state why expedited handling is necessary and the probable results if the indicated delivery date(s) is not met.

ITEM 8-GOVERNMENT FURNISHED PROPERTY. If "Yes" is checked, describe each item to be furnished by the Government and state its acquisition cost (estimated if unattainable), and state the use to be made of the item(s) by the contractor.

ITEM 9-DESCRIPTION OF ITEMS OR SERVICES.

COL. A-ITEM NO. Enter item numbers in numerical sequence.

COL. B-ITEM OR SERVICE. Identify applicable specifications, drawings, and purchase descriptions, and attach a copy of each. Provide Federal Stock Numbers if known and manufacturer's part number, if applicable.

If a brand name or equal product, state the commercial brand name and model, and set forth those characteristics essential to Government needs. Furnish any special shipping and routing instructions, and any preservation, packaging, packing, and marking instructions.

Furnish any other instructions, such as inspection and testing requirements.

COL. C-QUANTITY. Enter quantity of each item requested.

COL. D-UNIT. The measure, such as "each" or "set".

COL. E-ESTIMATED UNIT COST. Use the most current price available, i.e., the reasonable "going market price," as may be obtainable from commercial catalogs, price lists, bulletins, reports, trade journals and the like. If the requested item or service has been previously procured, and no other more current pricing data is available, use last known purchase price.

COL. F-ESTIMATED TOTAL COST. Enter the total estimated cost for each item, and grand total cost

ITEM 10-ACCOUNTING DATA. Enter the appropriation(s) under which funds have been made available, and any other accounting data required. Reference Finance Center S.O.P. M7000.1.

DEPARTMENT OF TRANSPORTATION
PROCUREMENT REQUEST - CONTINUATION SHEET

PROCUREMENT REQUEST NO.

9. DESCRIPTION OF ITEMS OR SERVICES

ITEM NO. (A)	ITEM OR SERVICE (Include Specifications and Special Instructions) (B)	QTY (C)	UNIT (D)	ESTIMATED COST	
				UNIT (E)	AMOUNT (F)

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