

Purchase Request and Commitment Checklist

	Yes	No	N/A
1. Have the funds been properly certified?			
2. Is a required delivery date on the PR&C?			
3. Does the PR&C contain an accurate description?			
4. Is this electrical equipment? Are the electrical specifications identified?			
5. Are operator's and maintenance manuals required for equipment items?			
6. Does the customer require the controls to be in English?			
7. Does your SOW adequately describe your requirement?			
8. Has requirement been coordinated through the following offices as appropriate:			
a. IMD			
b. Facilities Management Branch			
c. Clinical Engineering Branch			
9. Does the package include a Sole Source Justification IAW FAR 6.303-2?			
- Has the justification been certified accurate and complete by the Chief of your office?			
10. Has a quote been submitted with this package? If yes, see 11.			
11. Is the quote still valid?			
12. Did you verify the prices and vendor information?			
13. Did the contractor provide the following information?			
a. Prompt Payment terms			
b. FOB point If Origin, what is the estimated cost?			
c. Quantity discounts (for quantities in excess of 25 ea)			
d. Warranty information			
e. Delivery time			
14. Is the vendor registered in CCR? (Go to www.ccr.gov and search CCR)			
All US vendors must be registered in order to receive an award.			
15. If this is a non-competitive purchase, does the company have the item on a published pricelist?			
Is this item sold via a GSA, VA or some other government contract?			
16. If this is a non-competitive purchase, does the company manufacture the item?			
17. If PR&C is less than \$2,500 do you have a statement explaining why the Gov't Purchase Card was not used?			