PURCHASE REQUISITION FORM DGS-41-001

How to Prepare This Form

1. Insert the full name, address, and zip code of the agency to be invoiced. Expenditure code numbers and authorization must match this designation.

2. Insert the full name, address, and zip code of the agency to whom delivery is to be made. When delivery inside the building is required, so state and designate the room number or area; otherwise, sidewalk delivery will be in order. Public carriers and some vendors hesitate to deliver on private property because of ICC Regulations and insurance risks. If the exact spot of delivery is not stated, controversy may arise. Installation is not a part of delivery specifications. This, where required, should be stated in the article description space of the requisition form.

3. Insert the agency requisition number. Beginning with the first requisition coded for expenditure from an allotment for the first calendar quarter of a fiscal year, each agency should begin a new agency requisition series, starting with the number 1. Duplication of numbers within the same agency is to be avoided. If duplication takes place, DGS/DPS will call the agency for a new number. In addition to the requisition number, each agency should show a prefix digit to conform to the last digit of the fiscal year affected. Thus, each requisition issued during the fiscal year beginning July 2002 shows a prefix digit of "3," which will identify the fiscal year and furnish DGS/DPS with a "cut-off" date for filing.

4. Insert the date the requisition is prepared.

5. These are for agency use and are not required by DGS/DPS.

6. These are for agency use and are not required by DGS/DPS.

7. These are for agency use and are not required by DGS/DPS.

8. Check here if item is to be furnished and installed.

9. Insert shipping instructions, if applicable. The majority of purchases for agencies are bought F.O.B. Destination. In such instances the cost of shipping is borne by the shipper. Since the agency is invoiced for shipping costs on F.O.B. shipping point purchases, it is desirable that the agency indicate preference as to method of shipment, considering such factors as the nature of commodity, its weight, time allowed for delivery, etc. Avoid phrases such as "Best Way," "Quickest Way," or "Cheapest Way." Specify "Railroad Freight," "Express," "Motor Freight," "Parcel Post," or "Vendor Truck," and explain any unusual transportation conditions.

   Insert the date wanted. An agency has the right to specify when the requisitioned articles should be delivered for use, but only a reasonable delivery requirement may be stipulated. Calling for delivery within a week for items that will require two weeks to fabricate, of course, cannot be regarded by DGS/DPS as reasonable. The specific date or dates on which goods will be required at destination, or the period of time during which goods will be ordered out, should be stated. Avoid the use of "As soon as possible," "Rush," "Urgent," or "Immediate." When the exact date is not important, the phrase "On or before" is appropriate. When the delivery of all items on the requisition is required on the same date, one date only is necessary preceded by the word "All," or otherwise, specify a separate date for each group of items. The information furnished under this heading is important and should be stated with care and discretion because usually it affects both the invoice and transportation costs.

10. Insert the agency delivery hours.

11. Insert the commodity code as shown in the *Commodity Class and Item Book*. In preparing requisitions, classes should not be mixed, and a separate requisition should be furnished for each class. A mixed requisition will delay processing.

12. Give a description of the item or items you desire purchased. Name and Description of Items - In this column directly opposite and in line with the identifying commodity code number, the generic or standard name of the article required should be listed first, followed by a complete description of same. The generic or standard name first is important for information compilation purposes. At least one horizontal block on the requisition form should be used for each item. Two or more items should not be listed in one block. If a specific brand or model number is listed, the article should be named and described first and followed, in parentheses, with the name of the manufacturer, model or brand desired. If the specifications were prepared with assistance or technical information furnished by a vendor, this must be stated on the face of the requisition.

13. Insert the quantity desired.

14. Insert the unit: each, dozen, lbs., bd. ft., etc.

15. Insert Agency 3-digit code and estimated amount in appropriate columns; however at the agency's option, all CARS II coding may be inserted.

16. Signature, date, title, and telephone number of an authorized person at the agency.

When requesting the purchase of used equipment, the following information must be provided on the requisition:

a. Complete description of item(s) requested including the manufacturer's name, model number, serial number, original purchase date and original purchase price.

b. Give the price per item being offered for purchase to the Commonwealth.

c. Include a statement from a knowledgeable person on the equipment that it has been examined and found to be in excellent, good, new, etc., condition and a written recommendation that it would be in the best interest of the Commonwealth to purchase the equipment.

Email the completed form to DPSProcurement@dgs.virginia.gov and keep copy of requisition in procurement file.