1.0 jPURPOSE

To define the Facilities Maintenance and Engineering (FME) responsibilities associated with the preparation, review, approval and control of a Purchase Request.

2.0 GENERAL

2.1 Activities

This procedure covers the FME activities related to a Purchase Request and related attachments, which are used to convey the FME instructions to Construction Contracts/Acquisition and Logistical Services in connection with a request for action. These instructions should provide sufficient descriptive information to obtain the desired item and associated documents; the inclusion of unnecessary details should be avoided.

2.2 Definitions

Purchase Request (PR) (Exhibit A) – a generalized term for the document, which identifies the material, equipment, or services that requires an action.

Computerized Maintenance System (CMS) – A system that creates the purchase request after completion of all inputs by FME document control personnel.

2.3 Purchase Request Information

The Purchase Request contains the following information:

(a) PR Request No.
(b) Page No.
(c) Date
(d) Suggested Vendor
(e) Center No.
(f) Line No.
(g) Account No.
(h) Description
1. Work Order No.
2. Identification of Attachments (e.g., Specifications, Drawings, Fiscal Approval, Conceptual Approval, Trending, Justification for Sole Sourcing, etc.)
3. Task Order No.
4. Shop No.
(i) Size
(j) Total Package
(k) Estimated Price
(l) Total Cost
(m) Requested By
(n) Approved By

(o) Delivery Information
(p) Project Manager
(q) Construction Administrator
(r) Period of Performance
(s) Special Instructions
(t) Specify personal property

3.0 PROCEDURE

3.1 Responsibilities

When it is determined that an item or service is required by FME, the Requestor shall prepare a PR and transmit it via Document Control.

The Requestor shall:

(a) Use a blank copy of a purchase request to complete some of the information to be identified on the PR.

Note- When a specification or drawing is to become an attachment to the PR, the Revision No./Date of the attachment has to be placed within the body of the PR.

(b) Forward the PR to document control for input into the CMS.
(c) Review the printed out version of the PR as a result of the inputs into the CMS. Correct as required.
(d) When satisfied with the final version of the PR, sign the PR on the requested by line.

3.2 Approval

Each PR is approved by the individual where name appears on the PR.

Note: The approver's name is a function of the Center No. located on the PR.

3.3 PR Transmittal

The completed approved PR, along with any specifications, drawings or other attachments, shall be forwarded to the controlling organization identified below.

(a) For established contracts-Construction Contracts

(b) For new work-Acquisitions and Logistics Services

3.4 PR Revisions

The responsible individual will coordinate with Construction Contracts or Acquisitions and Logistics Services when a PR requires a revision.

PR can be revised after placement into the CMS system up to the point where there has been an upgrade in the status of the PR. The PR will have the word “REVISED” placed across the top of the PR.

Once an upgraded status has been reached, there are two choices:

(a) Downgrade the status and revise the PR. The PR will have the word “REVISED” placed across the top of the PR.

(b) Create a new PR in accordance with the requirements of this procedure. Forward the PR and reference the fact that the new PR replaces an existing PR.

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FMEP-G-0055 Exhibits

Exhibit A – Purchase Request (1 page)