

**PROCUREMENT REQUEST FORM
INSTRUCTIONS (DS-1970)**

(ABROAD)

- Block 1a.** Provide a brief description of the supplies or services.
- Block 1b.** Enter the requisition number, if the requirements office assigns one in order to track the action. Otherwise, enter "N/A".
- Block 1c.** Enter the date the form was prepared.
- Block 2a.** If the action is for a new contract or delivery order under an existing contract, check the appropriate block.
- Block 2b.** If the action is a modification to an existing contract or delivery/task order, check the appropriate block and enter the contract number and delivery order number (*if applicable*).
- Block 3a.** Provide an estimate of the **total** dollar amount of the contract, including any option periods.
- Block 3b.** Enter the dollar amount of the funding which is being provided at this time.
- Block 4a.** Enter the period of performance that the basic modification or contract will cover, e.g., 1 year, if the action is for a new contract or the modification extends the period of performance.
- Block 4b.** If the contract will have option periods, indicate how many (*e.g., 4*) and the period of performance of each (*e.g., 1 year each*).
- Block 5a.** Enter the funds cite for the amount of funding provided at this time. If the requirements office or contracting activity uses a separate document to provide this information, enter "N/A".
- Block 5b.** Provide the signature of the individual who is authorized to certify that the funds are available. If the requirements office or contracting activity uses a separate document to provide this information, enter "N/A".
- Block 6.** Enter the name, office, division, and telephone number of the Contracting Officer's Representative. If the COR will not be formally named until the contract is awarded, indicate "will be designated at the time of contract award".
- Block 7.** Indicate if this action was included in the Advance Acquisition Plan (AAP). If so, provide the AAP Number, if the contracting activity assigned one. If the action was not included in the AAP, indicate which acquisition action this action will displace, if any, and/or any other changes in the AAP.
- Block 8.** Provide the names, titles, offices, and signatures of the appropriate requesting official and the approving official. If the requesting and approving official are the same individual, then only complete the information in the "Approving Official" block.
- Block 9.** Check the appropriate block(s) to indicate which attachments are included.

