 *Information you will need to gather before filling out a Purchase Request (PR) or Contract Services Request (CSR)*

# Purchase Request Checklist

*Here is a list of information you will need before you submit a Purchase Request through ORPIN. Click* [*HERE*](http://www.oregon.gov/DAS/Procurement/Guiddoc/ORPINDeskReferenceGuide.pdf) *for a detailed desk procedure that will walk you through the ORPIN PR process.*

[ ]  **Issued By Contact** – What is the Contact Name for this request? (Can choose from drop down list or enter new)

[ ]  **Issued For Contact** – What is the Agency that will be the end user of this request? (Can choose from drop down list or enter new)

[ ]  **Estimated Contract Value** – How much spend do you think this Contract might produce over the life of the Contract?

[ ]  **Document Title** – Use a phrase that will easily convey the purpose of the purchase request (e.g. Fire Extinguishers for General Services Building).

[ ]  **DOJ Billing Number** – This will be the number used when DOJ bills for any services performed on this request.

[ ]  **Delivery Requirements** – Do you have any special Delivery instructions?

[ ]  **Freight on Board** preference (standard is F.O.B. Destination)

[ ]  **Payment Terms** (standard is Net 45)

[ ]  **Procurement Authority Citation** – What type of authority are you procuring under? What is the specific Rule / Statute, etc that gives you the authority to perform this request?

[ ]  Financial Data – **Accounting codes** DAS PS will need to charge your Agency for the requested services. PCA / Object

[ ]  **Summary** of the Purchase needs

[ ]  Previous Contract Information – If there were previous contracts, list details.

# Contract Services Request

*Here is a list of information you will need before you submit a Contract Services Request to DAS Procurement Services:*

[ ]  Requesting **Start Date** – When do you need to start using the Contract?

[ ]  Financial Data – **Accounting codes** DAS PS may need to charge for the requested services. PCA / Object

[ ]  Agency **Contract Administrator** Name / Phone

[ ]  Agency **Subject Matter Expert** Name / Phone

[ ]  Agency **Contract Coordinator** Name / Phone

[ ]  **Summary** of the Purchase needs -

[ ]  Commodity / **Product Type**

[ ]  **Estimated Initial Contract Value** – How much initial spend do you think this Contract might produce?

[ ]  **Total Estimated Contract Value** – How much total spend do you think this Contract might produce over the course of its life, including renewals?

[ ]  Proposed **expiration date**