REQUISITION (PR) CHECKLIST FOR SIMPLIFIED ACQUISITIONS

(All New Procurements under $150K)

(DOCUMENTS THAT MUST ACCOMPANY A REQUISITION FOR A COMPLETE PR PACKAGE)

NOTE: Always use the hyperlinks in the checklist below or go to **http://procpolicy.gsfc.nasa.gov/simplified.html to access the latest forms and for additional guidance.**

REQUIRED FOR ALL PURCHASES	
	INITIATOR'S CHECKLIST (GSFC Form 23-59)
	NASA FORM (NF) 1707, SPECIAL APPROVALS AND AFFIRMATIONS OF REQUISITIONS
	PROVIDE SUGGESTED SOURCES (Small businesses required) **For PRs above $3K, provide market research findings (including all suggested sources in the header of the PR.) **If you have quotes, please provide them as a separate attachment. ** PRs under $3K please provide the suggested source and an explanation as to why a credit card is not being used for the purchase.
REQUIRED FOR SOLE SOURCE ($3k-$150k)	
	JUSTIFICATION FOR SOLE SOURCE (SIMPLIFIED ACQUISITIONS UNDER $150K)
REQUIRED FOR PURCHASES OF HARDWARE, SOFTWARE, SUPPLIES, & EQUIPMENT	
	SPECIFICATIONS OR ITEM NUMBERS
	NF 1739, ALTERNATE FUTURE USE QUESTIONNAIRE –NASA PROJECTS **Required for the purchase of capital equipment valued at $100k or more.
REQUIRED FOR PURCHASES OF SERVICES	
	STATEMENT OF WORK
REQUIRED FOR PURCHASES OF TRAINING	
	OHCM TRAINING REQUEST FORM or SF-182 REQUEST FOR EXTERNAL TRAINING

(Rev 03/12)