

DFARS Procedures, Guidance, and Information

PGI 211—Describing Agency Needs

(Added August 28, 2014)

PGI 211.70 -- PURCHASE REQUESTS

PGI 211.7001 Procedures.

Requiring activities are responsible for developing and distributing purchase requests, except for the requirements for Military Interdepartmental Purchase Requests (MIPRs) (DD Form 448) addressed in [253.208-1](#).

(a) Agencies may use a combined numbering series for MIPRs and internal purchase requests, following the rules at [253.208-1\(c\)\(1\)](#) for both. If using a separate numbering sequence for internal purchase requests, procedures shall be in place to ensure that the same number cannot be assigned to both a MIPR and an internal purchase request. Use of a purely internal tracking number in addition to the purchase request number is authorized and supported by the data standards. Number the purchase request by using—

(1) The requiring activity's Department of Defense Activity Address Code (DODAAC), as described in DLM 4000.25 Volume 6, Chapter 2. DODAACs may be verified at <https://www.transactionservices.dla.mil/daasing>.

(2) A serial number of eight alphanumeric characters, excluding "I" and "O"; and

(3) A revision number, with the original request being assigned zero and subsequent revisions or amendments being numbered consecutively.

(b) Prior to taking action on a purchase request, contracting officers shall ensure that the requiring activity has prepared the purchase requests in uniform contract format (see FAR 14.201-1 and 15.204), except for procurement of construction (see part 36), which should follow the current edition of the Construction Specifications Institute format. Purchase requests shall include all supporting documentation required by local contract procedures.

(c) Prior to taking action on a purchase request, contracting officers shall ensure that the purchase requests follow the line item rules and data requirements in DFARS [204.71](#). Purchase requests for individual supplies (i.e., not bulk commodities such as oil) shall identify whether the item to be acquired is subject to the item unique identification requirements of DFARS [211.274-2](#).

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(d) Purchase requests may be unfunded for planning purposes, partially funded, or fully funded. Unfunded purchase requests shall be revised prior to award to identify and certify the availability of funds. Certification of availability of funds indicates that the funds are currently available and suitable for the purpose set forth in the purchase request. Contracting officers shall not obligate funds that have not been certified as currently available and suitable. Agencies shall assure that procedures are in place to prevent obligation of previously certified funds after the funding has expired.

(1) Funding data in purchase requests will, at a minimum, identify the following elements of the funding source: Department Code (e.g. 21 Army), Main Account (e.g. 1804, Operation and Maintenance, Navy), Subaccount (where applicable), and Fiscal Year. Lists of these codes are published in Supplement 1 to Volume I of the *Treasury Financial Manual, Federal Account Symbols and Titles*, generally referred to as [The FAST Book](#).

(2) Agencies shall have sufficient procedures in place to enable traceability of line items identified in the purchase request to those in the resulting contract. In developing such procedures, agencies shall ensure that provisions are made for circumstances in which the deliverables may be more completely defined during the process of soliciting offers and making an award, such as those contemplated by DFARS clause [252.204-7011](#), Alternative Line Item Structure.

(e) Purchase requests transmitted between requiring systems and contract writing systems shall be transmitted via the Global EXchange system (GEX) using the Purchase Request Data Standard Extensible Markup Language (XML) format (http://www.acq.osd.mil/dpap/pdi/eb/procurement_data_standard.html). Copies shall be sent via the GEX to the Electronic Document Access (EDA) (<http://eda.ogden.disa.mil>) system. Requiring systems and contract writing systems may use a format that can be translated to or from the purchase request Data Standard Extensible Markup Language (XML) format.