

**BUYS > \$100,000
(DOCUMENTATION LIST)**

DOCUMENT	FORM/TEMPLATE NAME	FORM/TEMPLATE LOCATION	DOCUMENT TYPE
Purchase Request Checklist	PURCHASE REQUEST CHECKLIST (SIOAN 715-2)	S:\MS WORD\PROCUREMENT	Microsoft® Word 97
Guideline for Preparation of IGE Memorandum to DOC	IGE GUIDELINES	S:\MS WORD\PROCUREMENT	Microsoft® Word 97
Specifications	---	---	Microsoft® Word 97
Drawings	---	---	Adobe® PDF
Technical Statements, Certifications and Approval Class I Ozone Depleting Substances (ODS)	CLASS I OZONE STATEMENT	S:\MS WORD\PROCUREMENT	Microsoft® Word 97
Record of Market Research	RECORD OF MARKET RESEARCH	S:\MS WORD\PROCUREMENT	Microsoft® Word 97
Quality Plan	---	---	Microsoft® Word 97
Contract Data Requirements List CDRL	DD Form 1423	S:\FORMFLOW\FORMS ...\DDFORMS\D1423.FRL	Symantic® FormFlow
	DD Form 1664	---	
Capability Request (CAPR)	SDSAN 2001-E	S:\FORMFLOW\FORMS ...\ELECSIGN\S2001ES.FRL	Symantic® FormFlow
TMDE Item Technical Description	DA Form 4062-1	---	
Justification and Approval	---	---	Microsoft® Word 97
Record of Participation	RECORD OF PARTICIPATION (SIOAN 715-20)	S:\MS WORD\PROCUREMENT	Microsoft® Word 97
Surveillance Plan	---	---	
Request for COR Appointment	REQUEST FOR COR APPOINTMENT (1117-R)	S:\MS WORD\PROCUREMENT	Microsoft® Word 97
Statement of Qualifications Contracting Officer's Representative	COR QUALIFICATIONS STATEMENT (1118-R)	S:\MS WORD\PROCUREMENT	Microsoft® Word 97
Evaluation Plan	---	---	Microsoft® Word 97

*E-MAIL	Request for Purchase	Request for Purchase (DA 2765-1)	S:\FORMFLOW\FORMS ...\DAFORMS\A2765_1.FRP	Symantic® FormFlow
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***E-MAIL** - to either the DOC Production Team (marlerj@anad.army.mil) or the DOC Base Ops Team (werginm@anad.army.mil).



= MANDATORY DOCUMENTATION

**BUYS > \$50,000 and < \$100,000
(DOCUMENTATION LIST)**

DOCUMENT	FORM/TEMPLATE NAME	FORM/TEMPLATE LOCATION	DOCUMENT TYPE
Purchase Request Checklist	PURCHASE REQUEST CHECKLIST (SIOAN 715-21-E)	S:\FORMFLOW\FORMS ...\Procurement Forms\ S715-21E.FRL	Symantic® FormFlow
Sole Source Justification	---	---	Microsoft® Word 97
Salient Features Statement of Work	---	---	Microsoft® Word 97
Drawings	---	---	Adobe® PDF
SDSAN Form 203	Request for Issue/Turn-In	S:\MS WORD\PROCUREMENT	Microsoft® Word 97

*E-MAIL	Request for Purchase	Request for Purchase (DA 2765-1)	S:\FORMFLOW\FORMS ...\DAFORMS\A2765_1.FRP	Symantic® FormFlow
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= MANDATORY DOCUMENTATION

**BUYS > \$2,500 and < \$50,000
(DOCUMENTATION LIST)**

DOCUMENT	FORM/TEMPLATE NAME	FORM/TEMPLATE LOCATION	DOCUMENT TYPE
Purchase Request Checklist	PURCHASE REQUEST CHECKLIST (SIOAN 715-21-E)	S:\FORMFLOW\FORMS ...\Procurement Forms\ S715-21E.FRL	Symantic® FormFlow
Purchase Request Checklist	PURCHASE REQUEST CHECKLIST (SIOAN 715-2)	S:\MS WORD\PROCUREMENT	Microsoft® Word 97
Sole Source Justification	---	---	Microsoft® Word 97
Salient Features Statement of Work	---	---	Microsoft® Word 97
Drawings	---	---	Adobe® PDF
SDSAN Form 203	Request for Issue/Turn-In	S:\MS WORD\PROCUREMENT	Microsoft® Word 97

*E-MAIL	Request for Purchase	Request for Purchase (DA 2765-1)	S:\FORMFLOW\FORMS ...\DAFORMS\A2765_1.FRP	Symantic® FormFlow
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 = MANDATORY DOCUMENTATION

IMPORTANT POINTS...

- After documentation has been prepared, copy your files to the PURCHASING directory located on the depot's "W" drive.
(Files must be placed under the PURCHASING subdirectory which matches your assigned AAP number.)
- When saving various files, assign meaningful - "readily identifiable" - file names.
- Once your files have been saved to the "W" drive, E-Mail Cathy Higginbotham alerting her that the package is ready and that request for purchase (DA 2765) has been submitted to the appropriate team.
- All Engineering drawings will be in Adobe® PDF file format with one possible exception – JEDMICS.
If your solicitation includes a large number of JEDMICS drawings, please contact Contracting to determine if the solicitation will be released in "CD Media" only. If this is the case, we will use the JEDMICS drawings in their native "C4" format and provide potential bidders with the Government's [ImageR](#) viewer.
- Unless you are the originator/proponent of required engineering drawings, you **do not** need to acquire Adobe® Exchange.
- HP 9100C Digital Sender...your organization *may* have a need for this device.