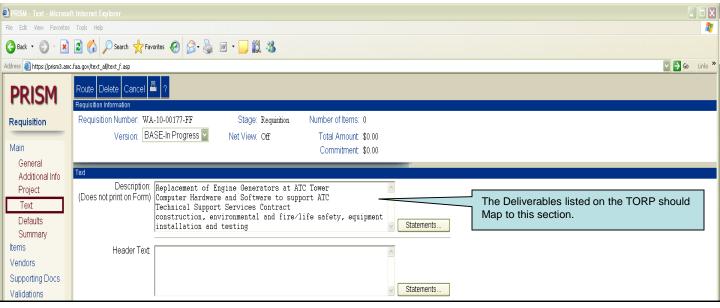


Page 1 of 1

REQUISITION							PROCUREMENT REQUEST NO. WA-10-XXXXX-				
NAME, PHONE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT							REQUISITION DATE mm/dd/yyyy				
A CONTRACTOR DATA							2. TYPE OF REQUEST (Check one)				
3. ORIGINATING OFFICE DATA							A X NEW REQUEST				
4. ADDITIONAL INFORMATION (Suggested supply sources, security data, etc.)							B. CHANGE TO PENDING PR NO.				
							C. MODIFICATION TO				
							CONTRACT OR ORDER NO.				
5. APPROVALS							6. CONSIGNEE AND DESTINATION				
	APPROVING OFFICIALS	SYMBOL DATE INTIALS			ERNAL ROUTIN		1				
(A) (1) AUTHORIZED REQUISITIONER		(8)	(C)	(D)	STABOL (70	1				
Org Requisitioner											
a a				\vdash			1				
	pproving Manager										
රා	Approving Manager			\vdash			7. DA1	7. DATE(S) REQUIRED			
Org Fund Certifier				 							
					L	_		8. CONTRACT AUTHORITY FURNISHED PROPERTY SEE NO			
9. DESCRIPTION OF ITEMS OR SERVICE						/ICE8					
ITEM NO.	ITEM OR SERV	VICE (Include Specifical)	ons and Special Instruct	fione)			ANTITY (C)		UNIT	ESTIMATED COST AMOUNT	
(A)	-	(B)				+	(C)	(D)	Ø)		
	;;2yxx;; ——————————————————————————————————										
	SETIS followed by two semicolons										
	Contract # / Vendor Name										
	This will be given after the Adjudication Board decides which										
	Vendor is appropriate, leave blank in the initial cut of PR, PLEASE DO NOT STATE A SPECIFIC VENDOR UNTIL IT IS APPROVED.										
	TORR Title										
	TORP Title										
Description -Scope -Technical Customer/POC Name and Number											
Spend Plan #											
Period of Performance											
Line Item 1: Technical Task Order - Accounting String #1											
						Ŧ				\$500,000.00	
									\$500,000	L ESTIMATED COST	
10. ACCOUNTING DATA								\$500,000			
See Sch		e: Please us	e the CO as	s the b	ouyer						
						_					

New Use of PRISM Header Description Field



In an effort to comply with President Obama 's transparency initiatives, Administrator Babbitt's plain language initiatives, and improving FAA's data reporting accuracy, the FAA will begin using the PRISM Header description field (that does not print on the requisition or award document) to describe clearly and concisely what supplies, services, or construction the FAA is purchasing so that the general public can understand.

The Main > Text > Description field is required to be utilized <u>immediately</u> on all requisitions and awards in accordance with the following guidance. The requisitioning office will have the primary responsibility to enter a description that meets the requirements below. The acquisition office will have the secondary responsibility for ensuring the Header description is clear and concise and not blank at the time of award.

For all new procurement requests (PRs), the Requisitioner must provide a description in this Header Description field. For existing PRs, the Contract Specialist (CS) and/or Contracting Officer (CO) must provide a description at the time of award. For Requisitions for modifications, the Requisitioner will not be able to provide a description until there is a description on the base award in the description field. The CO/CS also has the option of creating an administrative modification (mod) to enter a description that meets the description requirements listed below if no pending PRs are available.

The Header description, along with other data elements, will be transmitted to the Federal Procurement Data System - Next Generation which also feeds the USASpending.gov website which is viewable by all concerns including the general public.

The field will be closely monitored for compliance by AJA-A12.

One or two sentences capturing the overall view of the purchase should be sufficient. Some descriptions may require more detail to be concise.

Examples of items this field should not include are;

- 1) names of individuals requesting or administering contracts
- vendor contact names
- 3) contractor proprietary information
- 4) dollar amounts
- 5) any contract terms
- 6) acronyms (unless spelled out first)
- 7) part numbers, serial numbers, or product numbers
- 8) personal notes related to the contract
- 9) symbols and characters for the purpose of by-passing system edit checks