

**REQUEST FOR CONTRACT ACTION
TRANSMITTAL SHEET**

**U.S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF PRISONS**

Date:	
From:	Title:
To:	

Enclosed are the applicable documents necessary to obtain the following: _____

(e. g. boiler inspection services, relocation services, weapons, GED testing services, etc.)

Check the appropriate attachment:

- ____ Purchase Request*
- ____ Fund Control*
- ____ Advance Procurement Plan (If over \$750K)*
- ____ Detailed Government Cost Estimate*
- ____ Statement of Work (SOW)*
- ____ COTR Certificate (Copy)*
- ____ Determination of Need
- ____ Any Applicable Drawings
- ____ Any Special Instructions
- ____ Evaluation Factors
- ____ Delivery/Performance Information*
- ____ List of Local Bidders
- ____ Miscellaneous: _____
- ____ *Mandatory Submittals

Requesting Official (Cost Center Manager)	Date
Phone Number	

Contracting Office Use Only	Notes
Date Received	
Control Number	