

# **EQUIPMENT & CONSTRUCTION** **PURCHASE REQUEST VERIFICATION**

## **Forward to FE Before submitting PR to funds Managers**

Please fill out this form in detail, attach the purchasing request and all pertinent information to FE Work order email: (D05-DG-TRACENCM-FEWorkorders@uscg.mil Click button below) or bring to FE Offices, 2nd floor Administration Building. FE will forward to Purchasing department upon approval or contact the POC. Refer any questions to FE at x6945.

All equipment, materials, and devices that require the services of the Facilities Engineering Division to either **install, maintain, or repair, or any project involving utilities in any way** shall be submitted to FE for approval prior to purchase. FE will verify the following as applicable:

- Availability of spare parts.** By narrowing the purchase of certain items to a few specific manufacturers we decrease the amount of spare parts to stock.

- Location compatibility.** The equipment may or may not be able to be installed in the desired location. Electrical, plumbing, and structural issues all need to be considered.

- Project contradiction.** Unbeknownst to the requisitioner, FE may have a planned project that will either eliminate the need for the equipment or make it impractical.

**Description of Product, Equipment, or Service (Be specific – attach manufacturer’s specifications; dimensions, weight, electrical/plumbing requirements, etc.). Also include building location:**

**Requester:**

**Date:**

**PR Number:**

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FE internal use:

**FE Comments:**