ROLE OF END USER

Provide information describing requirements of what is to be purchased
The following is a Guideline Only

1. Estimation of the expected cost of item or services to be performed
   Dollar Value per year
2. Specifications or description of what is to be purchased
3. Future Needs
   For example: Will there be repetitive purchases
4. One Time Purchase
5. Delivery Date
6. Warranty Needs
   Initial Warranty
   Extended Manufacturer Warranty
7. Packaging Requirements
   Examples:
   Amount to be packed per box
   Shrink Wrapped
8. Training Requirements
   Supplier provides onsite or offsite
   Online Training/Materials
   If onsite what is the cost?
   Is it included in price of product?
9. Contact Information of Delivery Site
   Name
   Location
   Phone Number/Mail
10. Request for Purchase
    (Find ABAC website, Business/Operations, Procurement,
        Forms)
    Needed:
    Budget to be applied
    Brief Description of Item needed
    Write ‘Please Bid’ on request
    Approximate Dollar Amount
    Appropriate Signatures

REMEMBER TO:
Attach all specifications to Request for Purchase Form
Submit to Procurement