

# Subpart 13.3 - Simplified Acquisition Methods

**Parent topic:** [Part 13 - Simplified Acquisition Procedures](#)

## 13.301 Governmentwide commercial purchase card.

(a) Except as provided in [32.1108\(b\)\(2\)](#), the *Governmentwide commercial purchase card* is authorized for use in making and/or paying for purchases of *supplies, services, or construction*. The *Governmentwide commercial purchase card* may be used by *contracting officers* and other individuals designated in accordance with [1.603-3](#). The card may be used only for purchases that are otherwise authorized by law or regulation.

(b) Agencies using the *Governmentwide commercial purchase card* shall establish procedures for use and control of the card that comply with the Treasury Financial Manual for Guidance of Departments and Agencies (TFM 4-4500) and that are consistent with the terms and conditions of the current GSA credit card contract. Agency procedures *should* not limit the use of the *Governmentwide commercial purchase card* to *micro-purchases*. Agency procedures *should* encourage use of the card in greater dollar amounts by *contracting officers* to place orders and to pay for purchases against contracts established under [part 8](#) procedures, when authorized; and to place orders and/or make payment under other contractual instruments, when agreed to by the contractor. See [32.1110\(d\)](#) for instructions for use of the appropriate clause when payment under a written contract will be made through use of the card.

(c) The *Governmentwide commercial purchase card* may be used to-

- (1) Make *micro-purchases*;
- (2) Place a task or *delivery order* (if authorized in the basic contract, basic ordering agreement, or blanket purchase agreement); or
- (3) Make payments, when the contractor agrees to accept payment by the card (but see [32.1108\(b\)\(2\)](#)).

## 13.302 Purchase orders.

### 13.302-1 General.

(a) Except as provided under the unpriced *purchase order* method (see [13.302-2](#)), *purchase orders* generally are issued on a fixed-price basis. See [12.207](#) for *acquisition of commercial products and commercial services*.

(b) *Purchase orders shall-*

- (1) Specify the quantity of *supplies* or scope of services ordered;
- (2) Contain a determinable date by which delivery of the *supplies* or performance of the services is

required;

(3) Provide for *inspection* as prescribed in [part 46](#). Generally, *inspection* and acceptance *should* be at destination. Source *inspection should* be specified only if required by [part 46](#). When *inspection* and acceptance will be performed at destination, advance copies of the *purchase order* or equivalent notice *shall* be furnished to the consignee(s) for material receipt purposes. *Receiving reports shall* be accomplished immediately upon receipt and acceptance of *supplies*;

(4) Specify f.o.b. destination for *supplies* to be delivered within the *United States*, except Alaska or Hawaii, unless there are valid reasons to the contrary; and

(5) Include any trade and prompt payment discounts that are offered, consistent with the applicable principles at [14.408-3](#).

(c) The *contracting officer's signature* on *purchase orders* *shall* be in accordance with [4.101](#) and the definitions at [2.101](#). Facsimile and electronic *signature may* be used in the production of *purchase orders* by automated methods.

(d) Limit the distribution of copies of *purchase orders* and related forms to the minimum deemed essential for administration and transmission of contractual information.

(e) In accordance with [31 U.S.C.3332](#), *electronic funds transfer (EFT)* is required for payments except as provided in [32.1110](#). See [subpart 32.11](#) for instructions for use of the appropriate clause in *purchase orders*. When obtaining oral quotes, the *contracting officer shall* inform the quoter of the EFT clause that will be in any resulting *purchase order*.

### **13.302-2 Unpriced purchase orders.**

(a) An unpriced *purchase order* is an order for *supplies* or services, the price of which is not established at the time of issuance of the order.

(b) An unpriced *purchase order may* be used only when-

(1) It is impractical to obtain *pricing* in advance of issuance of the *purchase order*; and

(2) The purchase is for-

(i) Repairs to equipment requiring disassembly to determine the nature and extent of repairs;

(ii) Material available from only one source and for which cost cannot readily be established; or

(iii) *Supplies* or services for which prices are known to be competitive, but exact prices are not known (*e.g.*, miscellaneous repair parts, maintenance agreements).

(c) Unpriced *purchase orders may* be issued on paper or electronically. A realistic monetary limitation, either for each *line item* or for the total order, *shall* be placed on each unpriced *purchase order*. The monetary limitation *shall* be an obligation subject to adjustment when the firm price is established. The *contracting office shall* follow up on each order to ensure timely *pricing*. The *contracting officer* or the *contracting officer's* designated representative *shall* review the *invoice* price and, if reasonable (see [13.106-3\(a\)](#)), process the *invoice* for payment.

### **13.302-3 Obtaining contractor acceptance and modifying purchase orders.**

(a) When it is desired to consummate a binding contract between the parties before the contractor undertakes performance, the *contracting officer shall* require written (see [2.101](#)) acceptance of the *purchase order* by the contractor.

(b) Each *purchase order* modification *shall* identify the order it modifies and *shall* contain an appropriate modification number.

(c) A contractor's written acceptance of a *purchase order* modification *may* be required only if-

(1) Determined by the *contracting officer* to be necessary to ensure the contractor's compliance with the *purchase order* as revised; or

(2) Required by agency regulations.

### **13.302-4 Termination or cancellation of purchase orders.**

(a) If a *purchase order* that has been accepted *in writing* by the contractor is to be terminated, the *contracting officer shall* process the termination in accordance with-

(1) [12.403](#) and [52.212-4](#)(l) or (m) for *commercial products* and *commercial services*; or

(2) [part 49](#) or [52.213-4](#) for other than *commercial products* or *commercial services*.

(b) If a *purchase order* that has not been accepted *in writing* by the contractor is to be canceled, the *contracting officer shall* notify the contractor *in writing* that the *purchase order* has been canceled, request the contractor's written acceptance of the cancellation, and proceed as follows:

(1) If the contractor accepts the cancellation and does not *claim* that costs were incurred as a result of beginning performance under the *purchase order*, no further action is required (*i.e.*, the *purchase order shall* be considered canceled).

(2) If the contractor does not accept the cancellation or *claims* that costs were incurred as a result of beginning performance under the *purchase order*, the *contracting officer shall* process the action as a termination prescribed in paragraph (a) of this subsection.

### **13.302-5 Clauses.**

(a) Each *purchase order* (and each *purchase order* modification (see [13.302-3](#))) *shall* incorporate all clauses prescribed for the particular *acquisition*.

(b) The *contracting officer shall* insert the clause at [52.213-2](#), *Invoices*, in *purchase orders* that authorize advance payments (see [31 U.S.C.3324\(d\)\(2\)](#)) for subscriptions or other charges for newspapers, magazines, periodicals, or other publications (*i.e.*, any publication printed, microfilmed, photocopied, or magnetically or otherwise recorded for auditory or visual usage).

(c) The *contracting officer shall* insert the clause at [52.213-3](#), *Notice to Supplier*, in unpriced *purchase orders*.

(d)

(1) The *contracting officer* may use the clause at [52.213-4](#), Terms and Conditions-Simplified Acquisitions (Other Than Commercial Products and Commercial Services;), in simplified *acquisitions* exceeding the *micro-purchase threshold* that are for other than *commercial products* or *commercial services* (see [12.301](#)).

(2) The clause-

(i) Is a compilation of the most commonly used clauses that apply to simplified *acquisitions*; and

(ii) May be modified to fit the individual *acquisition* to add other needed clauses, or those clauses may be added separately. Modifications (*i.e.*, additions, deletions, or substitutions) *must* not create a void or internal contradiction in the clause. For example, do not add an *inspection* and acceptance or *termination for convenience* requirement unless the existing requirement is deleted. Also, do not delete a paragraph without providing for an appropriate substitute.

(3)

(i) When an *acquisition* for *supplies* for use within the *United States* cannot be set aside for small business concerns and trade agreements apply (see [subpart 25.4](#)), substitute the clause at [52.225-3](#), Buy American-Free Trade Agreements-Israeli Trade Act, used with the appropriate *Alternate* (see [25.1101\(b\)\(1\)](#)), instead of the clause at [52.225-1](#), Buy American-Supplies.

(ii) When acquiring *supplies* for use outside the *United States*, delete clause [52.225-1](#) from the clause list at [52.213-4\(b\)](#).

(4) When the *senior procurement executive* allows for application of an *alternate* domestic content test for the contract in accordance with [25.101\(d\)](#), so that the initial domestic content threshold will apply to the entire period of performance, the *contracting officer* shall fill in the [52.213-4\(b\)\(1\)\(xvii\)\(B\)](#) for [52.225-1 Alternate I](#) as follows: For contracts that the *contracting officer* estimates will be awarded in calendar year 2022 or 2023, the *contracting officer* shall insert "60" in paragraph (1)(ii)(A) of the definition of domestic *end product*. For contracts that the *contracting officer* estimates will be awarded in calendar year 2024, 2025, 2026, 2027, or 2028, the *contracting officer* shall insert "65". For contracts that the *contracting officer* estimates will be awarded after calendar year 2028 the *contracting officer* shall insert "75".

## **13.303 Blanket purchase agreements (BPAs).**

### **13.303-1 General.**

(a) A blanket purchase agreement (BPA) is a simplified method of filling anticipated repetitive needs for *supplies* or services by establishing "charge accounts" with qualified sources of supply (see [subpart 16.7](#) for additional coverage of agreements).

(b) BPAs *should* be established for use by an organization responsible for providing *supplies* for its own operations or for other offices, installations, projects, or functions. Such organizations, for example, *may* be organized supply points, separate independent or detached field parties, or one-person posts or activities.

(c) The use of BPAs does not exempt an agency from the responsibility for keeping obligations and expenditures within available funds.

### **13.303-2 Establishment of BPAs.**

(a) The following are circumstances under which *contracting officers may* establish BPAs:

(1) There is a wide variety of items in a broad class of *supplies* or services that are generally purchased, but the exact items, quantities, and delivery requirements are not known in advance and *may* vary considerably.

(2) There is a need to provide commercial sources of supply for one or more offices or projects in a given area that do not have or need authority to purchase otherwise.

(3) The use of this procedure would avoid the writing of numerous *purchase orders*.

(4) There is no existing requirements contract for the same supply or service that the *contracting activity* is required to use.

(b) After determining a BPA would be advantageous, *contracting officers shall-*

(1) Establish the parameters to limit purchases to individual items or commodity groups or classes, or permit the supplier to furnish unlimited *supplies* or services; and

(2) Consider suppliers whose *past performance* has shown them to be dependable, who *offer* quality *supplies* or services at consistently lower prices, and who have provided numerous purchases at or below the *simplified acquisition threshold*.

(c) BPAs *may* be established with-

(1) More than one supplier for *supplies* or services of the same type to provide maximum practicable competition;

(2) A single firm from which numerous individual purchases at or below the *simplified acquisition threshold* will likely be made in a given period; or

(3) Federal Supply Schedule contractors, if not inconsistent with the terms of the applicable schedule contract.

(d) BPAs *should* be prepared without a purchase requisition and only after contacting suppliers to make the necessary arrangements for-

(1) Securing maximum discounts;

(2) Documenting individual purchase transactions;

(3) Periodic billings; and

(4) Incorporating other necessary details.

### 13.303-3 Preparation of BPAs.

Prepare BPAs on the forms specified in [13.307](#). Do not cite accounting and appropriation data (see [13.303-5\(e\)\(4\)](#)).

(a) The following terms and conditions are mandatory:

(1) *Description of agreement.* A statement that the supplier *shall* furnish *supplies* or services, described in general terms, if and when requested by the *contracting officer* (or the authorized representative of the *contracting officer*) during a specified period and within a stipulated aggregate amount, if any.

(2) *Extent of obligation.* A statement that the Government is obligated only to the extent of authorized purchases actually made under the BPA.

(3) *Purchase limitation.* A statement that specifies the dollar limitation for each individual purchase under the BPA (see [13.303-5\(b\)](#)).

(4) *Individuals authorized to purchase under the BPA.* A statement that a list of individuals authorized to purchase under the BPA, identified either by title of position or by name of individual, organizational *component*, and the dollar limitation per purchase for each position title or individual *shall* be furnished to the supplier by the *contracting officer*.

(5) *Delivery tickets.* A requirement that all *shipments* under the agreement, except those for newspapers, magazines, or other periodicals, *shall* be accompanied by delivery tickets or sales slips that *shall* contain the following minimum information:

(i) Name of supplier.

(ii) BPA number.

(iii) Date of purchase.

(iv) Purchase number.

(v) Itemized list of *supplies* or services furnished.

(vi) Quantity, unit price, and extension of each item, less applicable discounts (unit prices and extensions need not be shown when incompatible with the use of automated systems, provided that the *invoice* is itemized to show this information).

(vii) Date of delivery or *shipment*.

(6) *Invoices.* One of the following statements *shall* be included (except that the statement in paragraph (a)(6)(iii) of this subsection *should* not be used if the accumulation of the individual *invoices* by the Government materially increases the administrative costs of this purchase method):

(i) A summary *invoice shall* be submitted at least monthly or upon expiration of this BPA, whichever occurs first, for all deliveries made during a billing period, identifying the delivery tickets covered therein, stating their total dollar value, and supported by receipt copies of the delivery tickets.

(ii) An itemized *invoice shall* be submitted at least monthly or upon expiration of this BPA, whichever occurs first, for all deliveries made during a billing period and for which payment has not been

received. These *invoices* need not be supported by copies of delivery tickets.

(iii) When billing procedures provide for an individual *invoice* for each delivery, these *invoices* shall be accumulated, provided that-

(A) A consolidated payment will be made for each specified period; and

(B) The period of any discounts will commence on the final date of the billing period or on the date of receipt of *invoices* for all deliveries accepted during the billing period, whichever is later.

(iv) An *invoice* for subscriptions or other charges for newspapers, magazines, or other periodicals shall show the starting and ending dates and shall state either that ordered subscriptions have been placed in effect or will be placed in effect upon receipt of payment.

(b) If the fast payment procedure is used, include the requirements stated in [13.403](#).

### **13.303-4 Clauses.**

(a) The *contracting officer* shall insert in each BPA the clauses prescribed elsewhere in this part that are required for or applicable to the particular BPA.

(b) Unless a clause prescription specifies otherwise (*e.g.*, see [22.305\(a\)](#), [22.605\(a\)\(5\)](#), or [22.1006](#)), if the prescription includes a dollar threshold, the amount to be compared to that threshold is that of any particular order under the BPA.

### **13.303-5 Purchases under BPAs.**

(a) Use a BPA only for purchases that are otherwise authorized by law or regulation.

(b) Individual purchases shall not exceed the *simplified acquisition threshold*. However, agency regulations may establish a higher threshold consistent with the following:

(1) The *simplified acquisition threshold* and the \$7.5 million limitation for individual purchases (\$15 million for purchases entered into under the authority of [12.102\(f\)\(1\)](#)) do not apply to BPAs established in accordance with [13.303-2\(c\)\(3\)](#).

(2) The limitation for individual purchases for *commercial products* and *commercial services acquisitions* conducted under [subpart 13.5](#) is \$7.5 million (\$15 million for *acquisitions* as described in [13.500\(c\)](#)).

(c) The existence of a BPA does not justify purchasing from only one source or avoiding small business set-asides. The requirements of [13.003\(b\)](#) and [subpart 19.5](#) also apply to each order.

(d) If, for a particular purchase greater than the *micro-purchase threshold*, there is an insufficient number of BPAs to ensure maximum practicable competition, the *contracting officer* shall-

(1) Solicit quotations from other sources (see [13.105](#)) and make the purchase as appropriate; and

(2) Establish additional BPAs to facilitate future purchases if-

- (i) Recurring requirements for the same or similar *supplies* or services seem likely;
  - (ii) Qualified sources are willing to accept BPAs; and
  - (iii) It is otherwise practical to do so.
- (e) Limit documentation of purchases to essential information and forms as follows:
- (1) Purchases generally *should* be made electronically, or orally when it is not considered economical or practical to use electronic methods.
  - (2) A paper purchase document *may* be issued if necessary to ensure that the supplier and the purchaser agree concerning the transaction.
  - (3) Unless a paper document is issued, record essential elements (*e.g.*, date, supplier, *supplies* or services, price, delivery date) on the purchase requisition, in an informal memorandum, or on a form developed locally for the purpose.
  - (4) Cite the pertinent purchase requisitions and the accounting and appropriation data.
  - (5) When delivery is made or the services are performed, the supplier's sales document, delivery document, or *invoice may* (if it reflects the essential elements) be used for the purpose of recording receipt and acceptance of the *supplies* or services. However, if the purchase is assigned to another activity for administration, the authorized Government representative *shall* document receipt and acceptance of *supplies* or services by signing and dating the agency specified form after verification and after notation of any exceptions.

### **13.303-6 Review procedures.**

- (a) The *contracting officer* placing orders under a BPA, or the designated representative of the *contracting officer*, *shall* review a sufficient random sample of the BPA files at least annually to ensure that authorized procedures are being followed.
- (b) The *contracting officer* that entered into the BPA *shall*-
  - (1) Ensure that each BPA is reviewed at least annually and, if necessary, updated at that time; and
  - (2) Maintain awareness of changes in market conditions, sources of supply, and other pertinent factors that *may* warrant making new arrangements with different suppliers or modifying existing arrangements.
- (c) If an office other than the purchasing office that established a BPA is authorized to make purchases under that BPA, the agency that has jurisdiction over the office authorized to make the purchases *shall* ensure that the procedures in paragraph (a) of this subsection are being followed.

### **13.303-7 Completion of BPAs.**

An individual BPA is considered complete when the purchases under it equal its total dollar limitation, if any, or when its stated time period expires.

### **13.303-8 Optional clause.**

The clause at 52.213-4, Terms and Conditions-Simplified *Acquisitions* (Other Than *Commercial Products* and *Commercial Services*);, may be used in BPAs established under this section.

### **13.304 [Reserved]**

### **13.305 Imprest funds and third party drafts.**

#### **13.305-1 General.**

*Imprest funds* and *third party drafts* may be used to acquire and to pay for *supplies* or services. Policies and regulations concerning the establishment of and accounting for *imprest funds* and *third party drafts*, including the responsibilities of designated cashiers and *alternates*, are contained in Part IV of the Treasury Financial Manual for Guidance of Departments and Agencies, Title 7 of the GAO Policy and Procedures Manual for Guidance of *Federal Agencies*, and the agency implementing regulations. Agencies also *shall* be guided by the Manual of Procedures and Instructions for Cashiers, issued by the Financial Management Service, Department of the Treasury.

#### **13.305-2 Agency responsibilities.**

Each agency using *imprest funds* and *third party drafts* shall-

- (a) Periodically review and determine whether there is a continuing need for each fund or *third party draft* account established, and that amounts of those funds or accounts are not in excess of actual needs;
- (b) Take prompt action to have *imprest funds* or *third party draft* accounts adjusted to a level commensurate with demonstrated needs whenever circumstances warrant such action; and
- (c) Develop and issue appropriate implementing regulations. These regulations *shall* include (but are not limited to) procedures covering-
  - (1) Designation of personnel authorized to make purchases using *imprest funds* or *third party drafts*; and
  - (2) Documentation of purchases using *imprest funds* or *third party drafts*, including documentation of-
    - (i) Receipt and acceptance of *supplies* and services by the Government;
    - (ii) Receipt of cash or *third party draft* payments by the suppliers; and
    - (iii) Cash advances and reimbursements.

### **13.305-3 Conditions for use.**

*Imprest funds or third party drafts may be used for purchases when-*

- (a) The *imprest fund* transaction does not exceed \$500 or such other limits as have been approved by the *agency head*;
- (b) The *third party draft* transaction does not exceed \$2,500, unless authorized at a higher level in accordance with Treasury restrictions;
- (c) The use of *imprest funds* or *third party drafts* is considered to be advantageous to the Government; and
- (d) The use of *imprest funds* or *third party drafts* for the transaction otherwise complies with any additional conditions established by agencies and with the policies and regulations referenced in [13.305-1](#).

### **13.305-4 Procedures.**

- (a) Each purchase using *imprest funds* or *third party drafts* shall be based upon an authorized purchase requisition, *contracting officer* verification statement, or other agency approved method of ensuring that adequate funds are available for the purchase.
- (b) Normally, purchases *should* be placed orally and without soliciting competition if prices are considered reasonable.
- (c) Since there is, for all practical purposes, simultaneous placement of the order and delivery of the items, clauses are not required for purchases using *imprest funds* or *third party drafts*.
- (d) Forms prescribed at [13.307](#)(e) may be used if a written order is considered necessary (*e.g.*, if required by the supplier for discount, tax exemption, or other reasons). If a *purchase order* is used, endorse it "Payment to be made from *Imprest Fund*" (or "Payment to be made from *Third Party Draft*," as appropriate).
- (e) The individual authorized to make purchases using *imprest funds* or *third party drafts* shall-
  - (1) Furnish to the *imprest fund* or *third party draft* cashier a copy of the document required under paragraph (a) of this subsection annotated to reflect-
    - (i) That an *imprest fund* or *third party draft* purchase has been made;
    - (ii) The unit prices and extensions; and
    - (iii) The supplier's name and address; and
  - (2) Require the supplier to include with delivery of the *supplies* an *invoice*, packing slip, or other sales instrument giving-
    - (i) The supplier's name and address;
    - (ii) List and quantity of items supplied;

(iii) Unit prices and extensions; and

(iv) Cash discount, if any.

## **13.306 SF 44, Purchase Order-Invoice-Voucher.**

The SF 44, Purchase Order-Invoice-Voucher, is a multipurpose pocket-size *purchase order* form designed primarily for on-the-spot, over-the-counter purchases of *supplies* and nonpersonal services while away from the purchasing office or at isolated activities. It also can be used as a *receiving report, invoice*, and public voucher.

(a) This form *may* be used if all of the following conditions are satisfied:

(1) The amount of the purchase is at or below the *micro-purchase threshold*, except for purchases made under unusual and compelling urgency or in support of *contingency operations*. Agencies *may* establish higher dollar limitations for specific activities or items.

(2) The *supplies* or services are immediately available.

(3) One delivery and one payment will be made.

(4) Its use is determined to be more economical and efficient than use of other *simplified acquisition procedures*.

(b) General procedural instructions governing the form's use are printed on the form and on the inside front cover of each book of forms.

(c) Since there is, for all practical purposes, simultaneous placement of the order and delivery of the items, clauses are not required for purchases using this form.

(d) Agencies *shall* provide adequate safeguards regarding the control of forms and accounting for purchases.

## **13.307 Forms.**

(a) *Commercial products and commercial services*. For use of the SF 1449, *Solicitation/Contract/Order for Commercial Products and Commercial Services*, see 12.204.

(b) *Other than commercial products and commercial services*.

(1) Except when quotations are solicited electronically or orally, the SF 1449; SF 18, Request for Quotations; or an agency form/automated format *may* be used. Each agency request for quotations form/automated format *should* conform with the SF 18 or SF 1449 to the maximum extent practicable.

(2) Both SF 1449 and OF 347, Order for *Supplies* or *Services*, are multipurpose forms used for negotiated purchases of *supplies* or *services*, *delivery* or *task orders*, *inspection* and *receiving reports*, and *invoices*. An agency form/automated format also *may* be used.

(c) *Forms used for both commercial and other than commercial products and commercial services.*

(1) OF 336, Continuation Sheet, or an agency form/automated format *may* be used when additional space is needed.

(2) OF 348, Order for *Supplies* or Services Schedule-Continuation, or an agency form/automated format *may* be used for negotiated purchases when additional space is needed. Agencies *may* print on these forms the clauses considered to be generally suitable for purchases.

(3) SF 30, Amendment of *Solicitation/Modification of Contract*, or a *purchase order* form *may* be used to modify a *purchase order*, unless an agency form/automated format is prescribed in agency regulations.

(d) SF 44, *Purchase Order-Invoice-Voucher*, is a multipurpose pocket-size *purchase order* form that *may* be used as outlined in 13.306.

(e) SF 1165, Receipt for Cash-Subvoucher, or an agency *purchase order* form *may* be used for purchases using *imprest funds* or *third party drafts*.