

## 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*.

**Parent topic:** [Subpart 13.3 - Simplified Acquisition Methods](#)