

## 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 Items), in simplified acquisitions exceeding the micro-purchase threshold that are for other than commercial items (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 FAR [52.225-3](#), Buy American-Free Trade Agreements-Israeli Trade Act, used with Alternate I or Alternate II, if appropriate, instead of the clause at FAR [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\(b\)](#).

**Parent topic:** [13.302 Purchase orders](#).