

## FY2013 GPC PURCHASE REQUEST < \$3,000

Agencies must comply with all regulatory and statutory rules which include FAR Part 8, Required Sources of Supplies and Services regardless of dollar value. According to the order of precedence outlined in FAR Part 8, DoD agencies must first seek to fulfill requirements through Ability One/JWOD, then from existing Government pre-priced contracts or Blanket Purchase Agreements whenever possible. Open market commercial sources should only be used as the last available option for fulfilling DoD requirements (see **note in "Required Government Sources Reviewed" section below**).

**ALL FIELDS ON THIS FORM ARE REQUIRED TO BE FILLED IN.**

PR NUMBER	REQUESTOR	DISTRICT/SCHOOL OR OFFICE	DATE REQUESTED
13			

### REQUIRED GOVERNMENT SOURCES REVIEWED

**NOTE:** Before selecting from the options below, you must conduct market research to determine if Ability One/JWOD has an item that is "essentially the same" (ETS) as the item you require; if they do, you MUST purchase the Ability One item or obtain a waiver from them. If Ability One does NOT have an ETS item, then your next source option would be vendors with pre-priced contracts or BPAs with the Government (e.g. GSA contracted vendors). Open Market or local commercial vendors should only be used as a last resort, and only after adequate market research has been conducted to determine what you need is not available from Ability One or other contracted vendors, or that pricing from a commercial vendor is actually less than GSA pricing.

ABILITY ONE/JWOD	GSA	PRE-PRICED CONTRACTS/BPAs	OPEN MARKET
<input type="radio"/> Not offered/available <input type="radio"/> Waiver attached			

**!! REMEMBER: SHIPPING ON ALL ORDERS MUST BE FOB DESTINATION !!**

**SOURCE ROTATION** FAR Subpart 13.202 (a)(1) mandates; micro-purchases shall be "equitably distributed" among all qualified suppliers to the greatest extent practicable.

### PURCHASE DOCUMENTATION

ITEM PART NO. & DESCRIPTION	QTY	UNIT PRICE	TOTAL AMOUNT	VENDOR NAME
1				
2				VENDOR POC
3				
4				TELEPHONE NUMBER
5				
6				CONTRACT OR BPA NUMBER
7				
CARRIED OVER FROM CONTINUATION SHEET				
SUBTOTAL				<b>NOTE:</b> Please ensure you keep hard copies of all supporting documents pertaining to your purchase (quote, invoice, receipts. etc.)
SHIPPING, HANDLING, ETC.				
DISCOUNT OFFERED (E.G. AAFES DISCOUNT)				
FOREIGN CURR TOTAL @ DAILY RATE				

**Enter foreign currency exchange rate (Daily Rate) above. The form will convert the pricing to the \$US equivalent for estimate of final cost.**

Select Currency:		Budget Rate Amount: [Leave blank if prices are in US Dollar]. This determines the amount deducted from your Purchase Log.	
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**THE PRICE QUOTE BY VENDOR #1 IS CONSIDERED REASONABLE BASED ON:**

- ☐ ADEQUATE VENDOR PRICE COMPARISON  
☐ COMPARISON TO PRICES PREVIOUSLY FOUND REASONABLE (ONLY IF \$3,000 OR LESS)

ACCOUNTING CLASSIFICATION:	AMOUNT:
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APPROVING OFFICIAL CERTIFICATION: Except as noted, approval is granted to purchase the item(s) listed above using the Governmentwide Commercial Purchase card. I certify that the supplies and services listed below and in the list are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed.

APPROVING OFFICIAL:	SIGNATURE:	DATE APPROVED:
CARDHOLDER:	SIGNATURE:	DATE ORDERED:
REQUESTOR RECEIVING SIGNATURE:		DATE RECEIVED:

**IF THE AMOUNT OF THIS PURCHASE IS MORE THAN \$3,000.00, USE DoDEA GPC 8052-1.**

# REQUEST FOR APPROVAL PRIOR TO GPC PURCHASE

## REQUISITION #

Continuation Sheet (GPC 8052)		VENDOR #1		VENDOR #2		VENDOR #3		
ITEM PART NO. & DESCRIPTION		QTY	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT
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CONTINUATION SHEET SUBTOTAL								