GPC Purchase Request

-- select --

Purchase Request / LOA / 4009 Number

1. Name of Authorized Government Official (Requester)	2. Phone Num	3. Date	4. Urgency of Need
			-- select --

5. Screening for Proper Procurement Method

GPC (Micro-Purchase): Within Cardholder Appointment Letter Limit; No Purchase Terms and/or Conditions

6. Type of Supplies or Services ***This requirement*** CANNOT ***be filled by supply ordering system, or agency inventory IAW FAR 8.002(a)(1)***

☐ Office Supplies ☐ Information Technology ☐ Printing ☐ Furniture ☐ Other Supplies/Services

7. Special Instructions for Type of Supplies or Services Selected:

Mandatory Source. Cardholders must purchase office supplies from a local Ability One Base Supply Store, Ability One Distributor, or from a GSA Global Supply Center where such stores exist. Cardholders may also purchase directly from FedMall (https://www.fedmall.mil).

Exceptions: Cardholders may purchase (1) Directly from a FedMall vendor when FedMall is down for more than 24 hours, or (2) from another source if (a) an urgent need exists, or (b) the purchase is outside the continental United States.

8. Description of Supplies or Services	9. Part Number	10. Quantity	11. Unit Price	12. Total Price
			$	$ 0.00
			$	$ 0.00
			$	$ 0.00
			$	$ 0.00
			$	$ 0.00
			$	$ 0.00

State Tax Information: – https://smartpay.gsa.gov/content/state-tax-information

AZ ***Intrastate*** Commerce- Subject to AZ Privilege Tax, ***Interstate***- Subject to Half-Tax

Shipping, Handling, & Tax (*if applicable*) $

System -- select -- Funds Available/ Remaining Funds **$**

Sum Total Purchase Price $ 0.00

13. Suggested Sources

- ○ Mandatory Source, *refer to Block #6*
- ○ GSA, *refer to Abstract in Block #15*
- ○ Open Market (*last resort*), *refer to Abstract in Block #15*

14. Identified Legitimate Government Need (Purpose/Why):

☑ Item(s) requested for purchase are **NOT PROHIBITED** as defined in ***AFARS Appendix EE, Att. C, Prohibited Purchases***, and are mission essential requirements, fulfilling a bona fide need as defined in *31 U.S.C. 1502, 1551, & 1552*

15. Determination of Price Reasonableness:

☐ Price Competition: (***Vendor 1***) $ (***Vendor 2***) $ (***Vendor 3***) $

☐ OtherReasonable Basis: -- select --

Organization Approvals (*Approver Name/ Position boxes may be tailored*)

Approver Name / Position	Signature	Approver Name / Position	Signature
Requester: Cardholder		Cardholder: Supervisor	
Supervisor: Billing Official		Approving / Billing Official:	
-- select as needed --		-- select as needed --	

Organizational Property Record Verification

16. Supply Officer . (POC that answered block 6)	17. Supply Officer Signature (POC that answered block 6)	18. Property Book Officer - ARMY ○ Equipment Custodian - Air Force ○	Accountable Item(s): YES ☐ NO ☐	19. Property Book Officer Signature - ARMY ○ Equipment Custodian Signature - Air Force ○

Independent Receipt and Acceptance

20. Name of Authorized Government Representative (Receiver) **Property Book Officer shall be notified of Receipt of Items in writing within 5 days**	21. Date Received	22. Signature

Reset Form

PURPOSE: This form is used to request, purchase and account for supplies and services up to the micro-purchase threshold. Cardholders should verify the micro-purchase threshold prior to making any purchases to ensure this amount is not exceeded. As of 1 Apr 19, the micro-purchase threshold is $10,000, with exceptions. For services subject to Contract Labor Standards, the threshold is $2,500; and for construction, the threshold is $2,000. To verify the current threshold or other exceptions, refer to the Federal Acquisition Regulation (http://farsite.hill.af.mil/vmfara.htm), part 2.101.

FORM INSTRUCTIONS

Select the system GFEBS Army or DEAMS Air Force. PR Number: Internally assigned number for accountability.

1. Name of Authorized Government Official (Requester). Department of the Army Civilian (or equivalent) / Soldier requesting supplies or services; not the Cardholder, Billing Official, or a Government Contractor.

2. Phone Number. Contact information of the person identified in block 1.

3. Date. Date of purchase request.

4. Urgency of Need. Use the pull-down menu to select the most appropriate Urgency of Need. Using Unit Supply System (Manual Procedures), Section 2-2 to determine the most suitable Urgency of Need. *Refer to DA Pamphlet 710-2-1*

5. Screening for Proper Procurement Method. Use the drop-down menu to select the most appropriate procurement method used for this purchase. *Note: for some Procurement Methods, this Purchase Request Form may not be used.*

6. Type of Supply or Services. Select the most appropriate type of supply or service requested. Selection of one of the boxes is **MANDATORY** whether the remainder of the form is filled out electronically or manually.

7. Special Instructions for Type of Supplies or Services Selected. This field will auto-populate with instructions for procedures based on selection in box 6. Cardholders must comply with the noted Special Instructions.

8. Description of Supplies or Service. Brief Description as applicable. Multiple lines can be used for different items, but must be from the same vendor. *Note: Purchases from multiple vendors, will require multiple forms*

9. Part Number. National Stock Number, Unit Product Code, or other manufactures Item Identifying number.

10. Quantity. The number of items requested in block 8.

11. Unit Price. The individual price of each item listed in block 8.

12. Total Price. This amount will auto-populate based on the information provided in blocks 10 and 11

Shipping, Handling & Tax. Amount of cost attributable to the vendors pricing for shipping and handling; AZ Privilege Tax for Intrastate Commerce or Interstate Half-Tax Bulk Funding.

System. Select the system GFEBS Army or DEAMS Air Force

Funds Available / Remaining Balance. List the *available funds remaining prior to execution of this purchase*. For Air Force, list the amount of funds remaining on applicable 4009. Army using a bulk funded Purchase Request (PR), list the remaining balance. If using a PR that is not bulk funded, *list the dollar amount of funds available for use on this purchase.*

Sum Total Purchase Price. This amount is calculated based on the information provided in the Total Price plus Shipping & Handling column.

13. Suggested Sources. Select the applicable type of supply or service requested. Refer to Block 6. GSA and or Open Market purchases should list the applicable sources and prices in block 15.

14. Identified Legitimate Government Need (Purpose/Why). Identify and note the impact to the government if the requested items are not fulfilled.

Bona Fide Need Validation. Item(s) requested for purchase are NOT PROHIBITED as defined in AFARS Appendix EE, Att. C, Prohibited Purchases, and are mission essential requirements fulfilling a bona fide need as outlined in 31 U.S.C 1502, 1551, & 1552. To be filled by the Requester. ***PLEASE BE ADVISED: If this block is not checked, request will be rejected.***

15. Determination of Price Reasonableness. For other than mandatory source purchases, verify price reasonableness for purchases when

(1)Price Competition (Vendor(s) name) up to three Vendors and list each price below each applicable Vendor.

(2) Use the pull-down menu to select the most appropriate when purchasing a supply or service for which no comparable pricing information is readily available. See Federal Acquisition Regulation, Subpart 13.106-3 (http://farsite.hill.af.mil/vmfara.htm).

Organization Approvals. Identify either by name or position those persons within an organization who must approve of the request prior to purchase.

16. Supply Officer. Name of person responsible for the organizations internally managed supplies. Block is mandatory for all supply purchases. *Responsible for ensuring items cannot be obtained through the supply ordering system.*

17. Supply Officer Signature. Signature of the person identified in block 16.

18. Property Book Officer. Name of Installation or Organization Property Book Officer. Coordination between the Cardholder and PBO is required to ensure that all purchases requiring Property Book annotations are identified and accounted for.

19. Property Book Officer Signature. Signature of the person identified in block 18.

20. Name of Authorized Government Official (Receiver). Department of the Army Civilian (or equivalent) / Soldier receiving the requested supplies or services; not the Cardholder, Billing Official, or a Government Contractor. May be the same person identified in block 1.

21. Date Received. Date of Supply/Services receipt.

22. Signature. Signature of the person identified in block 18.